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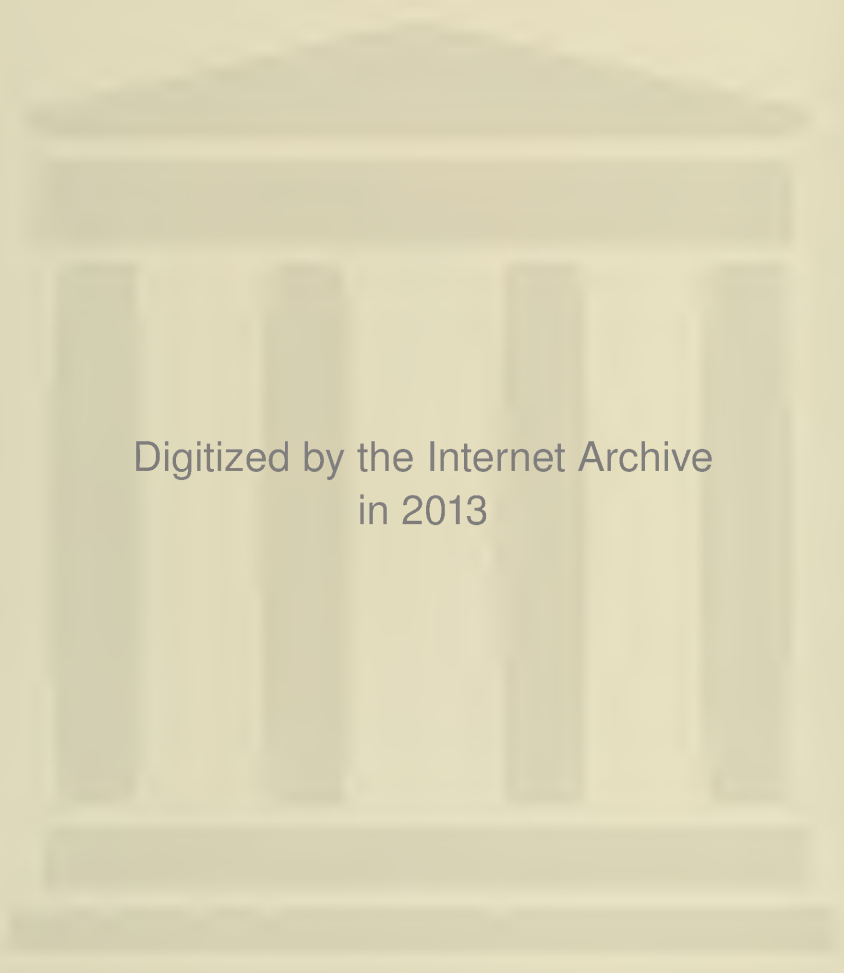
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CALENDAR - ACTIONS TAKEN
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JANUARY 2, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS WALKER, MAHER, HALLINAN

ABSENT: SUPERVISOR HALLINAN, ITEMS 1b, 1c, 1d, 1i

CLERK: PATRICIA J. ENG

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 7-90-13. [Transit Shelters] Resolution approving assignment of Advertising Transit Shelter Agreement to Combined Communications Corporation and amending agreement to streamline approval procedure for future assignments. (Public Utilities Commission)
 - b) File 64-90-46. [Lease of Real Property] Resolution authorizing extension and amendment of the lease for real property at 25 Fourteenth Street for the San Francisco Juvenile Probation Department. (Real Estate Department)
 - c) File 64-90-47. [Lease of Real Property] Resolution authorizing a new lease of real property at 3450 Third Street, Building A1, for the Department of Public Health's Family Support Program. (Real Estate Department)
 - d) File 64-90-48. [Lease of Real Property] Authorizing two new lease of two separate office suites of real property at 1540 Market Street, Second Floor, for the Department of Public Health (AB75 Project and AB75 Health Education Program). (Real Estate Department).
 - e) File 101-89-128.2. [Release of Funds] Requesting release of reserved funds, Department of Public Health, in the amount of \$2,658, for the AB75 Health Education Program. (Department of Public Health)
 - f) File 101-89-134.1. Requesting release of reserved funds, Department of Public Health, in the amount of \$40,000 for the Department of Public Health Central Office's Wellness Program. (Department Public Health)

- g) File 100-90-1.8. Requesting release of reserved funds, Public Utilities Commission - Water Department, in the amount of \$75,000, to fund the "Development of an Expert System to Assist in Operations of the San Francisco Water Supply Network". (Public Utilities Commission)
- h) File 101-90-10.1. Requesting release of reserved funds, Department of Public Works, Earthquake Safety Program - Phase 1, in the of amount \$15,000 for the Fine Arts Museum Palace of Legion Honor Project to locate warehouse space and to provide other services related to relocation of works of art, equipment, furniture and personnel disrupted by this project. (Department Public Works)
- i) File 101-90-11.1. [Release of Funds] Requesting release of reserved funds, Department of Public Works, Earthquake Safety Program - Phase 2, in an amount totalling \$500,000 for consultants to perform structural analysis of City Hall (\$470,000 to Forell/Elsesser Engineers, Inc., and \$30,000 (\$15,000 each) Bureau of Engineering and Bureau of Architecture to review technical reports and attend review/workslope meetings). (Department Public Works)
- j) File 146-90-101. [Grant - State Funds] Resolution authorizing the Department of Public Health, Family Health Bureau, to apply for a grant of \$4,500,000 from the State Department of Alcohol and Drug Programs for expansion of services to alcohol and drug abusing pregnant and parenting women and their infants who are residents of San Francisco. (Mayor)

ACTION: ITEMS 1a, 1e, 1f, 1g, 1h, and 1i SEVERED. REMAINDER OF CONSENT CALENDAR RECOMMENDED.

ITEM 1a, File 7-90-13. AGREEMENT AMENDED AS FOLLOWS: Page 1, Line 23, after "the terms of agreement" delete "and". Page 2, Delete Lines 1 and 2; and delete Lines 11 through 37. RESOLUTION AMENDED AS FOLLOWS: Page 1, Lines 2 and 3, after "COMBINED COMMUNICATIONS CORPORATION" delete "AND AMENDED AGREEMENT TO STREAMLINE APPROVAL PROCEDURE FOR FUTURE ASSIGNMENTS"; Lines 27 and 28, delete "WHEREAS, City desires that for the sake of expediency, any future assignments should be approved solely by Commission; and". NEW TITLE: "[Transit Shelters] RESOLUTION APPROVING ASSIGNMENT OF ADVERTISING TRANSIT SHELTER AGREEMENT TO COMBINED COMMUNICATIONS CORPORATION." RECOMMENDED AS AMENDED.

ITEM 1e, File 101-89-128.2. HEARING HELD. RELEASE OF \$1,949 RECOMMENDED. FILED.

ITEM 1f, File 101-89-134.1. RELEASE OF \$40,000 RECOMMENDED. FILED.

ITEM 1g, File 100-90-1.8. CONTINUED TO 1/16/91.

ITEM 1h, File 101-90-10.1. RELEASE OF \$15,000 RECOMMENDED. FILED.

ITEM 1i, File 101-90-11.1. HEARING HELD. RELEASE OF \$498,092 RECOMMENDED. FILED.

REGULAR CALENDAR

2. File 172-90-26. [Contract] Resolution approving the contract between the City and County of San Francisco, Department of Public Health and Health Management Systems, Inc., to provide electronic claims submission services. (Department of Public Health)

(Continued from 10/3/90.)

ACTION: CONTINUED TO CALL OF THE CHAIR.

3. File 27-90-9. [Airport - Lease Modification] Ordinance approving Modification No. 2 of Lease and Use Agreement between Pan American World Airways, Inc. and City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION: RECOMMENDED.

4. File 27-90-10. [Airport - Lease Modification] Ordinance approving Modification No. 9 of Lease and Use Agreement between United Air Lines, Inc. and City and County of San Francisco, acting by and through its Airports Commission. (Airports Commission)

ACTION: RECOMMENDED.

5. File 96-90-5. [Sale of City-owned Property] Ordinance authorizing the sale of City-owned property (Public Utilities Commission/Municipal Railway Department, Lot 1 in Assessor's Block 2203 at the intersection of 14th Avenue and Quintara Street); and adopting findings pursuant to Planning Code Section 101.1. (Real Estate Department)

ACTION: RECOMMENDED.

6. File 96-90-6. [Sale of Surplus Property] Ordinance authorizing the sale of City-owned property identified as Lot 32 in Assessor's Block 3592 (an industrial area between 18th and 19th Streets and between Harrison and Folsom Streets) to Pacific Gas and Electric Company; and adopting findings pursuant to Planning Code Section 101.1. (Real Estate Department)

ACTION: TO BOARD WITHOUT RECOMMENDATION. (Supervisor Hallinan dissenting in Committee.)

7. File 101-90-35. [Government Funding] Ordinance appropriating \$76,072, Municipal Railway, for training and membership dues. RO #90135. (Controller)

ACTION: File 101-90-35.1. \$42,960 for training severed in Committee and further amended by adding Section 2. as follows: "Section 2. This Ordinance is adopted by a two-thirds vote of all members of the Board of Supervisors pursuant to Section 6.306 of the Charter. These items were previously requested by Budget Estimate and denied by the Board of Supervisors." NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$42,960, MUNICIPAL RAILWAY, FOR TRAINING: SUBJECT OF PREVIOUS BUDGETARY DENIAL." CONTINUED TO CALL OF THE CHAIR.

REMAINDER OF ORDINANCE AMENDED AS FOLLOWS: Line 2, Strike "\$76,072" and substitute "\$33,112"; Line 3, after "FISCAL YEAR 1990-91" insert "; SUBJECT OF PREVIOUS BUDGETARY DENIAL"; Line 10, strike "\$76,072" and substitute "\$33,112"; Line 13, strike "\$76,072" and substitute "\$33,112"; Line 16 1/2, strike "\$76,072" and substitute "\$33,112"; Line 23 1/2, delete "35-03-02 Auto Group"; Line 24 1/2, delete "10-1130 (560789) Training \$42,960"; Line 25 1/2 strike "\$76,072 \$76,072" and substitute "\$33,112 \$33,112"; Line 26, add Section 2. as follows: "Section 2. This Ordinance is adopted by a two-thirds vote of all members of the Board of Supervisors pursuant to Section 6.306 of the Charter. These items were previously requested by Budget Estimate and denied by the Board of Supervisors." NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$33,112, MUNICIPAL RAILWAY, FOR TRAINING AND MEMBERSHIP DUES: SUBJECT OF PREVIOUS BUDGETARY DENIAL." RECOMMENDED AS AMENDED.

8. File 101-90-36. [Government Funding] Ordinance appropriating \$1,000,000, Department of Parking and Traffic, for capital improvement project (San Francisco General Hospital Parking Facility). RO #90136. (Controller)

ACTION: AMENDED to place \$1,000,000 on reserve, pending selection of contractors and determination of hours of professional services, hourly rates and MBE/WBE/LBE status, to be released by the Finance Committee. NEW TITLE: "[Government Funding] ORDINANCE APPROPRIATING \$1,000,000, DEPARTMENT OF PARKING AND TRAFFIC, FOR CAPITAL IMPROVEMENT PROJECT (San Francisco General Hospital Parking Facility); PLACING \$1,000,000 ON RESERVE." RECOMMENDED AS AMENDED.

9. File 101-90-37. [Government Funding] Ordinance appropriating \$36,544, Municipal Court, for travel, training and membership dues; rescinding \$36,544 from permanent salaries; subject of previous budgetary denial. RO #90142. (Controller)

ACTION: CONTINUED TO CALL OF THE CHAIR. (Municipal Court to prepare prioritized budget.)

10. File 146-90-100. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Forensic Youth Services (YGC) as a sub-grantee in collaboration with Catholic Charities of San Francisco, as prime grantee, to accept and expend a grant of \$28,574 from the Department of Health and Human Services, Office of Human Development Services, for primary care services, supplies and training for homeless youth. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 11, after "YOUTH" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 15 1/2, after "training for homeless youth" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY PUBLIC HEALTH SERVICES, FORENSIC YOUTH SERVICES (YGC) AS A SUB-GRANTEE IN COLLABORATION WITH CATHOLIC CHARITIES OF SAN FRANCISCO, AS PRIME GRANTEE, TO ACCEPT AND EXPEND A GRANT OF \$28,574 FROM THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF HUMAN DEVELOPMENT SERVICES, FOR PRIMARY CARE SERVICES, SUPPLIES AND TRAINING FOR HOMELESS YOUTH; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

11. File 146-90-102. [Grant - State Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for a continuation grant not to exceed \$800,000 from the California Department of Health Services to fund a continuation of the AIDS Prevention and Education Project component of the 1991-92 Master Grant Agreement for the residents of San Francisco. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 6, after "MASTER GRANT AGREEMENT" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 12, after "residents of San Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, AIDS OFFICE, TO APPLY FOR A CONTINUATION GRANT NOT TO EXCEED \$800,000 FROM THE CALIFORNIA DEPARTMENT OF HEALTH SERVICES TO FUND A CONTINUATION OF THE AIDS PREVENTION AND EDUCATION PROJECT COMPONENT OF THE 1991-92 MASTER GRANT AGREEMENT; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

12. File 146-90-103. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for a continuation grant of \$4,858,888, from the Department of Health and Human Services, Centers for Disease Control, to fund a continuation of the AIDS/HIV Prevention Project. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 6, after "PROJECT" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 11, after "residents of San Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, AIDS OFFICE, TO APPLY FOR A CONTINUATION GRANT NOT TO EXCEED \$4,858,888, FROM THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, CENTERS FOR DISEASE CONTROL, TO FUND A CONTINUATION OF THE AIDS/HIV PREVENTION PROJECT; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

13. File 146-90-104. [Grant - State Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for a continuation grant of \$617,471 from the California Department of Health Services, to fund a continuation of the AIDS Pilot Care Project component of the 1991-92 Master Grant Agreement for the residents of San Francisco. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 4, strike "\$617,471" and substitute "\$643,200"; Line 6, after "MASTER GRANT AGREEMENT" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 9, strike \$617,471" and substitute "\$643,200"; Line 12, after "of San Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - State Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, AIDS OFFICE, TO APPLY FOR A CONTINUATION GRANT OF \$643,200 FROM THE CALIFORNIA DEPARTMENT OF HEALTH SERVICES, TO FUND A CONTINUATION OF THE AIDS PILOT CARE PROJECT COMPONENT OF THE 1991-92 MASTER GRANT AGREEMENT; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

14. File 146-90-105. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for a continuation grant of \$1,685,616 from the Department of Health and Human Services, Centers for Disease Control, to fund a continuation of the AIDS Surveillance Project. (Mayor)

ACTION: AMENDED AS FOLLOWS: Line 6, after "SURVEILLANCE PROJECT" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN"; Line 11, after "residents of San Francisco" insert "; providing for ratification of action previously taken". NEW TITLE: "[Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, AIDS OFFICE, TO APPLY FOR A CONTINUATION GRANT NOT TO EXCEED \$1,685,616, FROM THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, CENTERS FOR DISEASE CONTROL, TO FUND A CONTINUATION OF THE AIDS SURVEILLANCE PROJECT; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN." RECOMMENDED AS AMENDED.

15. File 146-90-106. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, as a sub-grantee of the sub-grantee, the Bayview-Hunter's Point Foundation for Community Improvement, in collaboration with the prime grantee, the University of California of San Francisco, Institute for Health Policy, to accept and expend a grant from the Federal Alcohol and Drug Abuse and Mental Health Administration, National Institute on Drug Abuse, in the amount of \$49,135 for continued research and program development for intravenous drug abusers not-in-treatment and the non-intravenous drug-using female sexual partners. (Mayor)

ACTION: AMENDED AS FOLLOWS: Page 1, Line 12 1/2, after "FEMALE SEXUAL PARTNERS" insert "; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". Page 2, Line 10, after "for these populations" insert "; providing for ratification of action previously taken". NEW TITLE: [Grant - Federal Funds] RESOLUTION AUTHORIZING THE DEPARTMENT OF PUBLIC HEALTH, COMMUNITY PUBLIC HEALTH SERVICES, AS A SUB-GRANTEE OF THE SUB-GRANTEE, THE BAYVIEW-HUNTER'S POINT FOUNDATION FOR COMMUNITY IMPROVEMENT, IN COLLABORATION WITH THE PRIME GRANTEE, THE UNIVERSITY OF CALIFORNIA OF SAN FRANCISCO, INSTITUTE FOR HEALTH POLICY, TO ACCEPT AND EXPEND A GRANT FROM THE FEDERAL ALCOHOL AND DRUG ABUSE AND MENTAL HEALTH ADMINISTRATION, NATIONAL INSTITUTE ON DRUG ABUSE, IN THE AMOUNT OF \$49,135 FOR CONTINUED RESEARCH AND PROGRAM DEVELOPMENT FOR INTRAVENOUS DRUG ABUSERS NOT-IN-TREATMENT AND THE NON-INTRAVENOUS DRUG-USING FEMALE SEXUAL PARTNERS; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN". RECOMMENDED AS AMENDED.

16. File 148-90-6. [Grant - Federal Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend Federal funds in the amount of \$3,596,090 from the Federal Highway Administration for final engineering design of the Embarcadero Roadway Project. (Department of Public Works)

ACTION: BUDGET ANALYST RECOMMENDATION NOT ACCEPTED. RECOMMENDED.

17. File 244-90-3. [Grant - State Funds] Resolution approving a contract between the Juvenile Probation Department and the California Youth Authority authorizing grant funding in the amount of \$497,000 under the County Correction Facility Capital Expenditure Bond Act for capital improvement and repair projects at the Log Cabin Ranch and School. (Juvenile Probation Department)

ACTION: AMENDED AS FOLLOWS: Line 3, strike "\$497,000.00" and substitute "\$497,700.00"; Line 13, "\$497,000.00" and substitute "\$497,700.00". NEW TITLE: "[Grant - State Funds] RESOLUTION APPROVING A CONTRACT BETWEEN THE JUVENILE PROBATION DEPARTMENT AND THE CALIFORNIA YOUTH AUTHORITY AUTHORIZING GRANT FUNDING IN THE AMOUNT OF \$497,700.00 UNDER THE COUNTY CORRECTION FACILITY CAPITAL EXPENDITURE BOND ACT FOR CAPITAL IMPROVEMENT AND REPAIR PROJECTS AT THE LOG CABIN RANCH AND SCHOOL." RECOMMENDED AS AMENDED.

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

January 2, 1991

TO: *Finance Committee*

FROM: *Budget Analyst - Recommendations*

SUBJECT: *January 2, 1991 Finance Committee Meeting*

Item 1a - File 7-90-13

Department: Public Utilities Commission
Municipal Railway (MUNI)

Item: Resolution approving the assignment of the City's advertising transit shelter agreement to Combined Communications Corporation and amending the agreement to streamline the approval procedures for future assignments.

Description: In June of 1987, the Board of Supervisors approved a 15-year agreement between the City and County of San Francisco, through the Public Utilities Commission, and Gannett Outdoor Company Inc. of Northern California (Gannett) for the construction and maintenance of advertising transit shelters throughout the City. In January, 1990, the Board of Supervisors approved a First Amendment to this Agreement, pertaining to advertising on Market Street transit shelters. The proposed resolution would be the Second Amendment to the City's Advertising Transit Shelter Agreement.

The proposed resolution would assign the current Advertising Transit Shelter Agreement to Combined Communications Corporation, Gannett's parent company. The proposed resolution would also permit any future assignments to be approved solely by the Public Utilities Commission (PUC).

Comments:

1. According to Mr. Jaimie Levin of the MUNI, Gannett notified the City that it intends to merge into its parent company, Combined Communications Corporation, as part of an internal reorganization, effective January 1, 1991. Mr. Levin reports that the requested assignment to Combined Communications Corporation will not have a negative financial impact on the contractor's ability to carry out the terms of the agreement and that in fact, there should be no impact from the proposed change because all of the terms of the existing agreement will remain the same and there will be no management changes in the local operations.

2. Under the current provisions, any assignment of the City's Advertising Transit Shelter Agreement requires approval of the Board of Supervisors. The proposed resolution however states that any future assignments should be approved solely by the PUC, without requiring the approval of the Board of Supervisors. Mr. Levin states that this provision is being proposed for the sake of expediency to make it administratively easier for the PUC to make such changes in the contract. Mr. Levin adds that this provision would only relate to assignment of this contract and that any changes in the fiscal provisions, advertising arrangements or shelter requirements would still require approval of the Board of Supervisors.

Recommendation:

Approve the proposed resolution to change the assignment of the City's advertising transit shelter agreement from Gannett to Combined Communications Corporation. However, approval of the proposed resolution to no longer require approval of the Board of Supervisors for any future assignments of the City's Advertising Transit Shelter Agreement is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
January 2, 1991

Item 1b - File 64-90-46

Departments: Juvenile Probation Department
Department of Real Estate

Item: Resolution authorizing extension and amendment of the lease for real property for the Juvenile Probation Department

Location: 25 14th Street, portion of the 4th Floor

Lessor: Youth for Service

No. of Sq. Ft. and Cost per Month: 2,677 square feet at \$0.51/sq. ft./month = \$1,372.50/ month

Annual Cost: \$16,470

% Increase Over 1989-90: No increase.

Utilities and Janitor Services Provided by

Lessor: Lessor provides gas, water, janitorial service and supplies, and scavenger service. The City is responsible for electricity.

Term of Lease: July 1, 1990 through June 30, 1991.

Source of Funds:

Description: In November 1989, the Board of Supervisors authorized the lease of real property at 25 14th St. for a Youth Service Center (Resolution No. 840-89). The Juvenile Probation Department has proposed to use the space for a outstation providing supervision to the North of Market Street Division and as a community intake facility. The term of the lease was January 1, 1990 to June 30, 1990, with five annual options to extend the term. The lease was subject to Youth for Service obtaining a grant of approximately \$67,700 from the Mayor's Office of Community Development for the necessary alterations to render the premises suitable for occupancy.

According to Mr. Jon Pon of the Mayor's Office of Community Development (MOCD), the 1990 Community Development Block Grant Program included the \$67,700 to perform the alterations required to render the premises suitable for occupancy. However, due to inappropriate language in the initial lease agreement and delays in architectural planning and design, the MOCD was not able to enter into a grant agreement with Youth for Service and the alterations have not been able to be completed. As a result,

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the City has not occupied the premises nor expended any funds for rent in accordance with the terms of the lease.

Mr. Pon reports that the 1990 funds have now been carried forward as part of the 1991 Community Development Program, such that the alterations can be completed in 1991. However, as a precondition to obtaining the grant funding for the alterations, an Amendment to the Lease is required in order that the lease conform to Article 4, Section 405 of the Community Development Grant Agreement, which requires that a five year provision for rent to the City or an appropriate non-profit provider be included in the proposed lease.

The proposed resolution therefore requires that commencing after the completion of construction funded under the agreement or October 31, 1995, whichever is later, the City, through the Mayor's Office of Community Development, can select a non-profit corporation or department to assign the lease, subject to approval by lessor, if the Juvenile Probation Department does not wish to continue to occupy the premises. According to Mr. Harry Baker of the Mayor's Office of Community Development, this provision is required to guarantee that the leased space, which is being improved with Community Development funds, will only be available for use by the City and/or the benefit of low and moderate income users.

Furthermore, the proposed resolution would amend the lease such that the City would not be responsible for any rental payments until the required alterations are completed and the entire leasehold premises are available for occupancy.

According to Mr. Baker, upon approval of these lease modifications, the Mayor's Office of Community Development will seek authorization to execute the final grant agreement between the City and Youth For Service for the \$67,700 funding.

Comments:

1. The initial lease originated on January 1, 1990 and extended through June 30, 1990, including five annual options to extend the lease. The proposed extension and amendment of the lease would exercise the first of the five annual option periods, and extend the lease from July 1, 1990 through June 30, 1991. Therefore, this lease could extend for another four years, or through June 30, 1995.
2. However, the provision being added to the proposed resolution requires that for a five-year period after the completion of the alterations, Youth for Service, the lessor, is required to lease this space to the City or a designated non-

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BUDGET ANALYST

profit provider, even if the Juvenile Probation Department does not continue to rent the proposed space. Based on discussions with Mr. Baker, it is likely that the alterations will not be completed until approximately June, 1991. Therefore, the requirement for continued lease of the space may extend for approximately a year beyond the current date of the lease. As a result, the proposed lease will need to be extended beyond the five one year option periods.

3. Ms. Claudine Venegas of the Department of Real Estate advises that the \$0.51/sq. ft./month (\$1,372,50 rent/month) is considered the current fair market value rate for the leased space.

Recommendation: Approve the proposed lease.

Item 1c - File 64-90-47

Department: Department of Public Health (DPH)

Item: Resolution authorizing a new lease of real property

Location: 3450 Third Street, Building A1 (entire 2nd and 3rd floors)

Purpose of Lease: Office space for the DPH, Family Mosaic Project

Lessor: Georgia Greiner

No. of Sq. Ft. and Cost per Month: The building at 3450 Third Street is a new facility. The Real Estate Department reports that a total of 6,678 square feet will be leased, however, a portion of the second floor, consisting of approximately 950 square feet, is currently unfinished and will be constructed to suit the needs of the DPH, Family Mosaic Project. The available square footage and rent to be charged before and after the construction is completed on the second floor, is as follows:

Before construction is completed - 5,728 square feet @ \$1.05/sq. ft./month = \$6,014 per month.

After construction is completed - 6,678 square feet @ \$1.05/sq.ft./month = \$7,012 per month

Annual Cost: Before construction is completed - \$72,168
After construction is completed - \$84,144

Term of Lease: Lease would commence upon approval of the Board of Supervisors and end June 30, 1996. The City would have the option to extend the term on July 1, 1996 for an additional five years at 95 percent of the then prevailing fair market rental.

Scheduled Rent Increase: Effective March 1, 1991 or as soon thereafter as the lessor completes the construction on the additional 950 square feet on the second floor, the rent would increase from \$6,014 per month to \$7,012 per month, or a total of \$998 per month.

Utilities and Janitorial Services: Gas, water, scavenger and janitorial services to be paid by the lessor. Electricity to be paid by the City.

Source of Funds: Federal, State and General Fund monies appropriated in the 1990-91 DPH budget.

Comments:

1. Dr. Abner Boles of the DPH reports that the office space at 3450 Third Street is needed to house the Department's new Family Mosaic Project (formerly known as the Robert Wood Johnson Foundation Project). The Family Mosaic Project is designed to provide a system of care for children and youth, ages 3-16, who are seriously emotionally disturbed and their families. The DPH, in collaboration with the City's Juvenile Probation Department, Department of Social Services (DSS), the Mayor's Office and the San Francisco Unified School District (SFUSD), would be responsible for coordinating, monitoring and providing direct services to program clients. The DPH would also contract with the University of California, San Francisco for technical support and with various nonprofit organizations and professional personnel to provide direct client services. The program is aimed at eliminating fragmented services and inappropriate care for emotionally disturbed youth and children and their families. Specific client services would include: case management; individual therapy and counseling and psychological testing; family intervention, consultation and assessment; placement services (i.e., therapeutic foster care homes, community based agencies); school-based, psycho-educational services (i.e., self-esteem enhancement, socialization groups); parent training, educational and support services; and outreach and referral services.

2. The Board of Supervisors previously approved grant funding from the Robert Wood Johnson Foundation and matching State funds, which provides a total of \$1,620,000 in grant funds, to fund this project for a two year period (File 146-90-62). However, the actual budget for the two-year project is \$6,008,644 which is \$4,388,644 more than the \$1,620,000 available from the Robert Wood Johnson Foundation and State matching funds. The additional \$4,388,644 budgeted for this project is comprised of (1) \$2,578,467 of in-kind contributions from the City's Juvenile Probation Department, DSS and DPH, (2) \$260,690 in SFUSD funds, (3) \$1,276,818 in Medi-Cal funds and (4) \$272,669 in Federal Title IV-E funds. The \$2,578,467 of City in-kind contributions includes \$723,219 in personnel costs and \$309,000 in operational costs for a total of \$1,032,219 for the first year of the project and \$1,204,474 in personnel costs and \$341,774 in operational costs for a total of \$1,546,248, for the second year of the project. The City's in-kind contribution of \$1,032,219 for the first year of the project, represents funds which are appropriated in the contributing Departmental budgets for FY 1990-91, including DPH, DSS, Juvenile Probation Department and the Mayor's Office. DPH advises that each of these Departments intends to include funds for their share of the City's second year in-kind contributions, totalling \$1,546,248, in their respective Department budget requests for FY 1991-92.

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3. The Robert Wood Johnson Foundation funds will be used to fund personnel, contractual services and other operating expenses for the project. The Foundation funds cannot be used to fund the rental of space for the project.

4. Dr. Boles reports that approximately 31 staff would be assigned to the Family Mosaic Project. Dr. Boles advises that the staff would be composed of 19 DPH staff, four DSS staff, two SFUSD staff, two Juvenile Probation Department staff, and four contract staff to be hired by DPH. According to Dr. Boles, the proposed lease would permit the DPH to consolidate the 31 project staff in a single location. Dr. Boles advises that 17 of the 19 DPH staff are currently housed at 1380 Howard Street, 101 Grove Street, two Mental Health Clinics and two Public Health Centers. The remaining two DPH staff positions are currently vacant. According to Dr. Boles, it is DPH's intent to fill these two positions as soon as possible, however, no specific hiring date has been set. As of the writing of this report, Dr. Boles was unable to provide specific details on how the space to be vacated by the existing 17 DPH staff would be utilized. The four DSS staff are currently housed at 170 Otis Street. As of the writing of this report, DSS was unable to provide information on how the space to be vacated by these staff would be utilized. The two Juvenile Probation Department staff are currently housed at the Youth Guidance Center at 375 Woodside Avenue. The Juvenile Probation Department reports that the space vacated by the two staff would help to alleviate overcrowding at the Center.

5. Dr. Boles advises that in addition to the 31 staff assigned to the Family Mosaic Project, six Social Workers from DSS (not assigned to the Family Mosaic Project) would be relocated to 3450 Third Street, bringing the total number of staff at this location to 37. According to Dr. Boles, DSS has requested that the six Social Workers, which are currently housed at 170 Otis Street, be relocated to 3450 Third Street in order to maximize their accessibility to their clients in the Bayview Hunters Point and South East San Francisco areas. As of the writing of this report, DSS was unable to provide specific details on how the space to be vacated by these six staff persons would be utilized. The DSS would pay for the office space occupied by its staff at 3450 Third Street, through a work order to DPH. Dr. Boles reports that the specific amount of square footage to be occupied by the six DSS staff has not, as yet, been determined.

6. The 6,678 square feet of office space, which would be available after the second floor construction is completed at 3450 Third Street, would provide an average of approximately 180 square feet of space per employee for the 31 Family Mosaic Project staff and the 6 Social Workers.

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7. Mr. Phil Aissen of the Real Estate Department reports that the proposed rental amount at \$1.05 per square foot for the 3450 Third Street office space represents the fair market value of the property.

Recommendation: Approve the proposed resolution.

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Item 1d - File 64-90-48

Departments: Department of Public Health (DPH)
Department of Real Estate

Item: Resolution authorizing two new leases of two separate office suites of real property for the Department of Public Health

Location: 1540 Market Street, Second Floor

Purpose of Lease: Office space for the Department of Public Health's AB 75 Project and AB 75 Health Education Program

Lessor: General Electric Credit Equities, Inc.

No. of Sq. Ft. and Cost per Month: AB75 Project:
1,296 square feet at \$1.083/sq.ft./month = \$1,404/month
AB75 Health Education Program:
2,121 square feet at \$1.083/sq.ft./month= \$2,297.75/month

Annual Cost: AB75 Project: \$16,848
AB75 Health Education Program: \$27,573

% Increase Over 1989-90: These are new leases.

Utilities and Janitor Serviced Provided by Lessor: Lessor provides gas, electricity, water, janitorial service and supplies, and scavenger service.

Term of Lease: AB75 Project: January 15, 1991, through December 31, 1991, or approximately one year (plus one one-year extension option).
AB75 Health Education Program: January 15, 1991, through December 31, 1992, or approximately two years.

Escalation: Rent for the AB75 Project option year, if exercised, would be identical to that of the first year.

Source of Funds: AB 75 Project: DPH's 1990-91 Budget
AB75 Health Education Program: DPH's 1990-91 Budget

Comments:

1. In October 1989, the Department of Public Health began its implementation of AB75, the Proposition 99/Tobacco Tax Bill. AB75 implementation consists of six different areas: non-county hospital services, physician services, follow-up treatment services, capital outlays, Medically Indigent Care Reporting System development, and health education.
2. The Department of Public Health has established the AB75 Project to manage implementation of AB75 for the County. The AB75 Project team consists of four staff, including a project coordinator, planner, data entry operator, and secretary. The project team works closely with DPH managers, the Health Commission, the Board of Supervisors, the Mayor's Office, hospital and physician providers and the community.
3. The AB75 Project is responsible for planning, implementing and administering the AB75 Tobacco Tax Program (Proposition 99). This includes identifying policy issues and making recommendations to the Health Commission, developing the State applications for funds, plans and budgets, contracts, cost reports, and auditing and monitoring service providers to insure the proper expenditure of funds. The AB75 Project maintains contact with the ten private hospitals, approximately 500 private physicians, County health centers and the County hospital.
4. The AB75 Health Education Program is responsible for developing, implementing and coordinating the County-wide tobacco control and education plan, which includes tobacco use cessation and prevention. The AB75 Health Education Program is required to provide information, referral services and technical assistance to AB75 Health Education Program providers. In addition, the Program is responsible for overseeing the tobacco cessation services implemented directly through the DPH and subcontracting and monitoring community based non-profit providers. The AB75 Health Education Program will consist of seven staff, including one Senior Health Educator, two Health Educators, one Assistant Health Educator, one Psychiatric Social Worker and two clerical support staff.

5. According to Mr. Jeff Leong and Ms. Alyonif Hrushow of the DPH, although there is insufficient space, the AB75 Project and AB75 Health Education Program staff are currently located at 101 Grove Street (DPH Central Office Administration headquarters). Locating the AB75 Project staff at 1540 Market Street will relieve the overcrowded conditions at 101 Grove Street while allowing easy access to the Civic Center area and 101 Grove Street in particular. In addition, Ms. Hrushow reports that she has not been able to hire four of the required Health Education Program staff due to insufficient office space. DPW also reports that the proposed leases will allow the co-location of the AB75 Project staff and the AB75 Health Education Program staff in neighboring offices.

6. According to Mr. Leong the AB75 Project lease is proposed for one year with a one year option because the AB75 Project is currently only funded for the remainder of the year. However, Mr. Leong advises that there is currently a bill in the State Legislature to extend this Project for another year. According to Mr. Leong, in fiscal year 1990-91, San Francisco received a total of \$17 million in AB75 funds, not including the health education program funds.

7. Given that the proposed lease costs for the AB75 Project are \$1,404 per month, the fiscal year 1990-91 costs for the proposed lease extending January 15, 1991 through June 30, 1991 total approximately \$8,400. Mr. Leong reports that the DPH's fiscal year 1990-91 budget included \$71,400 for rental costs for the AB75 Project staff, which will be more than sufficient to pay for the proposed lease. The AB75 staff are currently located at the City-owned 101 Grove Street facility and therefore are not incurring any additional costs for rent.

8. Ms. Hrushow reports that the AB75 Health Education Program lease is proposed for two years because this Program is funded through December, 1992. According to Ms. Hrushow, the AB75 Health Education Program has received a total of approximately \$3.2 million to be expended through December, 1992.

9. Given that the proposed lease costs for the AB75 Health Education Program are \$2,297.75 per month, the fiscal year 1990-91 costs for the proposed lease total approximately \$13,700. Ms. Hrushow reports that a total of \$18,000 was included for rent for the AB75 Health Education Program in the DPH's 1990-91 budget, which will be more than sufficient to pay for the proposed lease. This is in addition to the proposed \$700 proposed to be released from reserve (See Item 1e, File 101-89-128.2 of this report).

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9. Ms. Claudine Venegas of the Department of Real Estate advises that the rates specified for the AB75 Project and the AB75 Health Education Program are considered the current fair market values for the proposed leased space.

Recommendation: Approve the proposed resolution.

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Item 1c - File 101-89-128.2

Department: Department of Public Health (DPH),
Central Office

Item: Release of Reserved Funds

Amount: \$2,658

Source of Funds: Proposition 99 - Tobacco Tax monies

Description: On June 11, 1990, the Board of Supervisors approved an ordinance (File 101-89-128) appropriating \$33,613 for the Tobacco Tax Health Education Program and placing a total of \$17,255 on reserve for telephone (\$1,088), rental of property (\$700) and data processing equipment (\$15,467). The funds for the telephone were placed on reserve, pending the DPH identifying a specific office location for the staff of the Health Education Program. The funds for the rental of property were placed on reserve pending the identification of office space to be rented for the Health Education Program and the actual rental rate. The funds for the data processing equipment were placed on reserve pending EIPSC approval.

Mr. Jeff Leong of the DPH reports that the Department has selected a site for the Health Education Program, which is located at 1540 Market Street (a portion of the 2nd floor). Mr. Leong advises that the Department has negotiated a lease for approximately 2,121 square feet of space at a rate of approximately \$1.08 per square foot for a total monthly rental rate of approximately \$2,298 (see Item 1d, File 64-90-48 of this report).

As noted above, the amount placed on reserve for data processing equipment was \$15,467. On August 15, 1990, the Finance Committee released \$14,606 of the \$15,467 based on DPH receiving EIPSC approval for the majority of the data processing equipment requested by the Department (File 101-89-128.1). DPH reports that EIPSC has now given approval for the Department to purchase a Math co-processor in the estimated amount of \$870.

Therefore, the DPH is now requesting the release of the remaining \$870 for the Math co-processor, the \$1,088 for the telephone and the \$700 for the rental of property for a total of \$2,658.

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Comments:

1. The DPH's request for release of reserve funds in the amount of \$2,658 includes an amount of \$870 for the Math co-processor. However, the actual amount of funds remaining on reserve for this data processing equipment is \$861 (\$15,467 placed on reserve minus \$14,606 previously released from reserve).

2. In addition, the DPH reports that a total of \$18,000 was included for rent for the Health Education Program in the DPH's 1990-91 budget. These funds will be more than sufficient to pay for the rental costs for the Program for the remainder of fiscal year 1990-91. Therefore, the proposed release of the \$700 for the rental property, is not required.

Recommendation: Approve the release of \$1,088 for the telephone and \$861 for the Math co-processor for a total of \$1,949.

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Item 1f - File 101-89-134.1

Department: Department Public Health (DPH)

Item: Request for release of reserved funds

Amount: \$40,000

Source of Funds: General Fund

Description: In June of 1990, the Board of Supervisors approved a supplemental appropriation ordinance appropriating but reserving \$40,000 for DPH Central Office's pilot Wellness Program. The Board of Supervisors reserved the \$40,000 pending the provision of a project budget, and contractual hours and rates. DPH is now requesting release of these reserved funds to pay for the Wellness Program.

The Wellness Program is a pilot project intended to promote good health habits among City employees. The objective of the Wellness Program is to provide assistance to City employees in identifying employee health problems, recognizing lifestyles that can lead to health problems, and making changes in lifestyles that will lower the employees' risk for disease.

The Wellness Program is aimed at approximately 1,000 employees located in the Civic Center area. According to Ms. Jane Burgelin of DPH, because the Wellness Program is a pilot project, Civic Center employees were selected in order to obtain a good cross section of employees in different working environments.

A series of two Health Fairs would be organized to provide employees assessments of their health, including tests for cholesterol levels, blood pressure, and percent body fat. Seminars would be offered to the employees that would address potential health risks identified, such as high cholesterol, and how employees can minimize such risks. The contractor responsible for implementing the program for the City would also perform a group analysis of those City employees participating in the Wellness Program. The group analysis would assist the DPH in determining the effectiveness of maintaining a Wellness Program for City employees.

Services of the Wellness Program would be provided, free of charge, to City employees.

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According to DPH, two agencies submitted proposals. After an evaluation of both proposals, the agency of Windom Health Enterprises of Berkeley was selected. DPH has submitted the following contract budget for the Wellness Program:

	<u>No. of Hours</u>	<u>Hourly Rate</u>	<u>Total Amount</u>
Personnel:			
Project Manager	837.5	\$20.00	\$16,750
Project Administrator	100.0	25.00	2,500
Project Supervisor	40.0	75.00	3,000
Health Fair Coordinator	120.0	25.00	3,000
Health Educator	300.0	25.00	7,500
Fitness Specialist	18.0	39.00	702
Stress Specialist	18.0	39.00	702
Nutrition Specialist	15.0	39.00	585
High Risk Specialist (three sessions @ \$150/session)			450
Medical Technologist (Subcontract)	560.0	18.75	10,500
Screening Coordinator (Subcontract)	<u>83.0</u>	25.43	<u>2,111</u>
Subtotal Personnel	2,091.5		\$47,800
Operating Expenses:			
Publicity materials			\$1,350
Health Fair			25,570
Health risk assessment software	\$5,760		
Lease of computer equipment	4,220		
Health screening services	14,000		
Project materials and supplies	1,590		
Educational workshops			2,400
Reports			2,200
Miscellaneous costs			<u>680</u>
Subtotal, Operating Expenses			<u>32,200</u>
TOTAL			\$80,000

As shown above, the total cost of the Wellness Program is estimated to be \$80,000. In order to fund the Wellness Program, DPH allocated an additional \$40,000 in the FY 1990-91 budget for the Program. The FY 1990-91 budgeted funds were intended to supplement the \$40,000 appropriated and placed on reserve by the Board of Supervisor in June of 1990.

Comment: Windom Health Enterprises is neither a Minority Business Enterprise (MBE) nor a Women Business Enterprise (WBE).

Recommendation: Approve the request for release of reserve.

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Item 1g - File 100-90-1.8

Department: Water Department

Proposed Action: Release of reserved funds, previously appropriated for development of an expert system to assist in operations of the San Francisco Water Supply Network. The funds were appropriated in the Water Department's 1990-91 budget.

Amount: \$75,000

Source of Funds: Water Department operating funds

Description: In July of 1990, the Board of Supervisors approved \$75,000 in the Water Department's FY 1990-91 budget to fund the development of an expert system to assist in operations of the San Francisco Water Supply Network. The \$75,000 was reserved pending submission of additional contractual data, including proposed hourly rates and MBE/WBE participation.

According to the Water Department, a significant amount of operational knowledge is lost through the retirement of key personnel. The purpose of a computer-based "expert system" is to document and retain knowledge so that it is immediately available to assist in making decisions concerning the operation of the City's Water Supply Network. The two principal objectives of the "expert system," project are as follows:

- a. Develop a prototype expert system that can assist in meeting operational goals while allowing for individual differences in style among operators. The system would have utility in both day-to-day operations and in training novice operators.
- b. Provide a level of user participation in the expert system development process that will allow selected individuals of the San Francisco Water Department staff to continue to utilize and modify the expert system after the proposed project is completed.

The Water Department intends to contract with Stanford University on a sole-source basis for the desired consultant services. As of the writing of this report, the Department had not obtained the approval of the Human Rights Commission to obtain the contractual services on a sole-source basis.

Comments:

1. The Civil Service Commission approved the proposed personal service contract at its meeting of October 16, 1990.

2. As of the writing of this report, the Department had not provided the Budget Analyst a Work Schedule and List of Deliverables for the proposed expert system, nor the required contractual data, including proposed hourly rates. According to Mr. Jacobo of the PUC, the Water Department has not yet finalized those contractual elements with the proposed contractor.

Recommendation:

Based on the fact that the Department has not yet obtained the required contractual information requested by the Board of Supervisors nor the approval of the Human Rights Commission to contract with Stanford University on a sole-source basis, continue the item to the Call of the Chair or to a date specific when the Department expects to have the required information.

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Item 1h - File 101-90-10.1

Department: Department of Public Works (DPW)
Fine Arts Museum

Item: Release of reserve

Amount: \$15,000

Source of Funds: 1989 Earthquake Safety Bond funds.

Description: In November of 1989, San Francisco voters authorized the sale of \$59.7 million of General Obligation bonds to fund capital improvements to improve earthquake safety in City buildings. In March of 1990, the Board of Supervisors approved a Supplemental Appropriation request in the amount of \$1,572,834 to initiate design and engineering work on various City buildings. The City subsequently sold \$20,500,000 of the \$59.7 million in General Obligation bonds. From the proceeds of this bond sale, the General Fund was reimbursed the costs including the accrued interest for the pre-bond supplemental appropriation.

In October 1990, the Board of Supervisors approved a second supplemental appropriation ordinance to allocate the remaining \$18,927,166 (\$20,500,000 less \$1,572,834) of the bond proceeds for design and construction to rehabilitate the various buildings and facilities specified in the bond sale. Of the \$18,927,166 appropriated a total of \$6,756,266 was reserved pending selection of contracts and determination of contract hours, rates and MBE/WBE/LBE status, as follows:

<u>Fine Arts Museum - Palace of the Legion of Honor</u>	
Architectural design and engineering studies	\$779,717
Disruptions and relocations (office space rental and moving and storing art work)	1,823,000
Construction	<u>2,368,000</u>
Subtotal - Fine Arts Museum	4,970,717

<u>Academy of Sciences</u>	
Architectural, design and engineering studies	428,184

<u>Asian Art Museum</u>	
Architectural, design and engineering studies	<u>1,357,365</u>

Total	\$6,756,266
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The proposed release of reserve of \$15,000 would provide funding for the Real Estate Department to relocate the Fine Art's Museum's offices and locate a warehouse and office space for storage of the museum's artifacts and graphics cataloging section during construction. The Real Estate Department would provide staff time to locate appropriate warehouse and office space, negotiate all leases, assist and coordinate all space planning, future negotiations with landlords, preparation of agreements and legislation, representation before legislative bodies and provide follow-up on all tenant improvement construction. The Real Estate Department's estimate for these services is \$15,000 that is currently on reserve for the Fine Arts Museum - Place of the Legion of Honor's Disruptions and Relocations totalling \$1,823,000. The balance of the reserved funds for the Fine Arts Museum - Palace of the Legion of Honor's Disruptions and Relocations of \$1,808,000 (\$1,823,000 less \$15,000) would remain on reserve.

Recommendation: Release reserved funds in the amount of \$15,000 as requested.

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Item 1i - File 101-90-11.1

Department: Department of Public Works (DPW)
Item: Release of reserve
Amount: \$500,000
Source of Funds: Proceeds of 1990 Earthquake Safety General Obligation Bonds

Description: In June of 1990, San Francisco voters authorized the sale of \$332.4 million in bonds to fund capital improvements to restore earthquake damaged buildings. In October 1990, the Board of Supervisors approved a supplemental appropriation ordinance for \$3,628,420 as start-up funds to begin design of the repair work planned for various buildings and facilities.

Of the \$3,628,420 appropriated, \$500,000 for a consulting contract to perform a structural analysis of City Hall was reserved pending the provision of contractual information, including contractual amount, the estimated number of hours, hourly rates, and MBE/WBE/LBE status of the consultant.

The DPW reports that the structural engineering firm of Forell/Elsesser Engineers, Inc., a Local Business Enterprise (LBE) was selected by a Request For Proposal (RFP) process in October, 1990, to perform the structural analysis of City Hall. The scope of work to be performed by Forell/Elsesser Engineers, Inc., is as follows:

1. Review the earthquake damage survey report for City Hall.
2. Review original construction documents and confirm by on-site survey.
3. Conduct a study of City Hall construction materials and details.
 - Review previously collected data, and other publications on these materials.
 - Review construction practices of the era including those employed by the original architects/engineers, Bakewell & Brown/Snyder, on this and other projects.
 - Conduct a review, including on-site inspection, of some typical construction details, including masonry anchorage details.
 - Evaluate extent of, and techniques for, bracing typical non-structural components such as ceilings, partitions, mechanical/electrical/plumbing systems.

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4. Literature survey for masonry

- Review published literature and test data on masonry (including materials previously assembled for the San Francisco City Hall, Oakland City Hall, U.S. Court of Appeals and the Green Library-West).
- Review recently published test results on the influence of masonry infill on building response.

5. Detailed damage survey

- Inspect and thoroughly document (sketches, photographs and video recording) all visible damage (by preliminary analysis of the building and comparison with observed earthquake damage in similar buildings).
- Inspect and document facade, parapet and cornice damage.

6. Develop and conduct a materials testing program

- Determine the ultimate capacity of the archaic materials.
- Thoroughly document testing program with sketches, photographs and video recording.
- Concrete slabs and walls - core samples
 - 10 slab and wall core samples to determine concrete strengths.
 - 30 non-destructive rebound hammer tests to verify concrete diaphragm strengths.
- Steel reinforcing bar tests
- Hollow clay tile testing
 - In-plane bed joint shear testing to determine the shear stiffness and strength of the hollow clay tile walls. Shear testing of individual hollow clay tile units not included.
 - Compression testing of mortar and brick cubes.
- Brick and unreinforced stone masonry testing
 - In-plane bed joint shear testing to determine the shear stiffness and strength of the unreinforced masonry walls.
 - Compression testing of mortar cubes.
- Masonry anchorage testing
 - Testing of new masonry anchors (3 locations) to determine maximum shear and tension loads.
 - Inspection and evaluation of existing masonry anchors (3 locations).

7. Evaluation of applicable building codes, historical aspects and preservation requirements.

- Evaluation of the building with regard to the provisions of the San Francisco Building Code, State Historical Building Code, Uniform Building Code for Building Conservation.
- Review code criteria with Department of Public Works, FEMA, State Office of Historical Preservation.
- Discussion of appropriate repair criteria and anticipated seismic performance.
- Prepare recommendations for the treatment of architectural finishes damaged by the earthquake.

8. Lateral capacity analysis and evaluation

- Pre-earthquake capacity evaluation based on existing and new test data using appropriate computer techniques developed for analysis of similar steel-framed infill structures for the U.S. Court of Appeals, and Stanford Green Library-West.
- Post-earthquake capacity evaluation based on new test data, damage survey results, and appropriate computer techniques.

9. Repair schemes

- Develop three viable repair schemes, with concept designs and details, that respect the historic fabric of City Hall.
- Develop a three dimensional finite element mathematical model of the most promising repair scheme and analyze using site-specific criteria and response spectrum techniques.
- Evaluate the performance of repaired building.
- Refine the design of the most promising scheme.
- Develop repair techniques for architectural finishes damaged by the earthquake, and finishes on which repair work has an impact.
- Develop strategies for the seismic bracing of typical non-structural components.
- Provide an estimate of construction costs for all three repair schemes.
- Develop a construction schedule and assist in defining phasing issues.

10. Report

- Interim protection/repair
- Earthquake damage assessment
- Repair schemes and cost estimates
- Architectural report on historic and preservation issues

11. Meetings

- Bi-weekly meetings with Department of Public Works staff (which may also include FEMA personnel).

The number of professional hours, hourly rates and other costs included in the Forell/Elsesser Engineers, Inc., contract to perform a structural analysis of City Hall are as follows:

	Estimated Number of Hours	Hourly Rate	Estimated Cost
<u>Professional Staff Costs</u>			
Staff Principal	214	\$105	\$22,470
Senior Engineer	916	75	68,700
Engineer	1,288	65	83,720
Technician/Drafter	704	50	35,200
Clerical	<u>196</u>	45	<u>8,820</u>
Total Professional Staff Costs	3,318		\$218,910

Operating Costs

Photography and Development	\$2,000	
Drawing Reproduction	5,000	
Communications	1,700	
Video Equipment	3,000	
Computer Time	5,544	
Reports	7,000	
Profit (5%)	<u>1,212</u>	
Total Operating Costs		25,456

Subcontractors

Historic architecture – Architectural Resources Group	\$24,300
Testing Laboratory–Schwein/Christensen Laboratories	39,450
Construction Management–Plant Construction Company	69,800
Geotechnical–Geomatrix Consultants, Inc.	4,000
General mechanical, electrical and plumbing engineering–Gaynor Engineers	10,000
Cost consultants–Adamson Associates	<u>27,000</u>
Total Subcontractors	\$174,550
<u>Premium Pay</u>	49,176
Some work will have to be performed after regular working hours when City Hall is unoccupied.	_____
Total - Forell/Elsesser Engineers, Inc., Contract	\$468,092

The Department of Public Works Bureaus of Engineering and of Architecture each require \$15,000 (total of \$30,000) in order to review technical reports and attend review/workscope meetings in conjunction with the structural analysis of City Hall.

Recommendation: Release reserved funds of \$468,092 for the Forell/Elsesser Engineers, Inc., contract to perform a structural analysis of City Hall and \$15,000 each for the Bureaus of Engineering and Architecture and continue to reserve \$1,908 (\$500,000 total reserve less \$468,092 for contract services and \$30,000 for the Bureaus of Engineering and Architecture).

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Item 1j - File 146-90-101

Department: Department of Public Health (DPH),
Family Health Bureau

Item: Resolution authorizing the Department of Public Health to
apply for a new State grant.

Grant Amount: \$4,500,000

Source of Funds: State Department of Alcohol and Drug Programs

Grant Period: The State has not, as yet, determined the term of the grant.

Project Description: The proposed grant funds would be used by DPH for the
expansion of services to alcohol and drug abusing pregnant
women and women with children who are residents of San
Francisco. Services to be expanded, would include,
residential treatment, counseling, outreach, case
management, referral, and foster care. The project goals
would be to (1) enhance coordination of services, to the
target population, for purposes of drug abuse prevention,
treatment and rehabilitation of families involved with
perinatal drug and alcohol addiction, (2) encourage current
treatment providers to serve the target population, by
enhancing services and the ability of treatment staff to work
with families and (3) recruit, train and provide supportive
services to specialized foster care parents who provide care
to drug exposed infants who are in the care of the County.

**No. of Persons
to be Served:** Unknown at this time

Required Match: None

Indirect Costs: Unknown

Comments: 1. As of the writing of this report, the DPH was unable to
provide budget details or specific information regarding
project staff for the application of this State grant. Ms.
Virginia Smyly of the DPH reports that a detailed budget for
expenditure of these grant funds along with staffing details
will be made available when DPH submits its request to the
Board of Supervisors to accept and expend these grant
funds.

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2. Attached is the Health Commission "Summary of Grant Request, as prepared by the DPH for the proposed grant funds.

Recommendation: Approve the proposed resolution.

Item No. _____ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State Department of Alcohol and Drug Division CPHS
 Contact Person Kathy Anderson Program Section Family Health Bureau
 Address 1700 K Street Contact Person Virginia Smyly
Sacramento, CA 95814-4037 Telephone 554-2575
 Amount Requested \$ 4,500,000 Application Deadline January 28, 1991
 Term: From Unknown To Unknown Notification Expected Unknown
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (~~accept and expand~~) a (new) (~~continuation~~) (allocation) (~~reimbursement~~) grant in the amount of \$4,500,000 from the period of Unknown to Unknown to provide expanded services to alcohol and drug abusing pregnant and parenting women and their children. ~~services~~

II. Summary: (Concise history; need addressed; number & groups served; services and providers)

In the Spring of 1988 the Director of Health declared the scope, extent and consequences of perinatal drug abuse a public health disaster. Lack of treatment, rehabilitation, case management, respite, childcare, etc. has begun to be addressed by fledgling services. The grant will serve to expand services, fill gaps and permit a coordinated service delivery system for these women and children in need and thereby reduce the negative results of addictive behavior on infants, children, families and the community

III. Outcomes/Objectives:

The coordinated delivery system with joint or shared intake, referrals and case management will result in fewer women falling through the cracks; more women, infants and their families in receiving services; and a reduction in the long term physical, social and emotional toll of perinatal drug and alcohol abuse.

IV. Effects of Reduction or Termination of These Funds:

Without this grant, new services or expansion of current services is unlikely to occur. Coordination and linkages needed to ensure services will not have adequate staff or resources to be effective. Some women and children will continue to "fall thru the cracks"

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	N/A	N/A	\$4.5 million	4.5 million		
Personnel						
Equipment						
*Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(also included above)

VII. Personnel

F/T CSC				
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

*VIII. Contractual Services: Open Bid XXX Sole Source _____ (If sole source, attach Request for Exemption Form)

Item 2 - File 172-90-26

Note: This item was continued by the Finance Committee at its meeting of October 3, 1990. Since October 3, an Amendment of the Whole (resolution) has been submitted for consideration by the Finance Committee that would declare a present intent to approve a contract between the City and Health Management Systems, Inc. in fiscal year 1991-92. The following report addresses the proposed Amendment of the Whole.

Department: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)

Item: Resolution declaring a present intent of the City to approve a proposed contract with Health Management Systems, Inc., in fiscal year 1991-92 for the provision of computer based claims services for San Francisco General Hospital.

Description: The proposed Amendment of the Whole would declare a present intent of the City to approve a contract with Health Management Systems, Inc., in fiscal year 1991-92 in order that HMS could begin installing computers and perform related work that would be required before operations could actually begin once the contract is approved. Before beginning the computer installation, HMS desires that the City make a non-binding expression of a present intent to approve a contract with HMS early in fiscal year 1991-92. Ms. Paula Jesson of the City Attorney's Office indicates that the proposed Amendment of the Whole is simply a declaration of intent and in no way commits the City to any future contract or arrangement with HMS. HMS understands that such a non-binding declaration of intent means that all computer installation work performed prior to execution of a contract will be solely at HMS's financial risk.

Comments: 1. The original resolution to authorize a contract with HMS would be reintroduced to the Board of Supervisors at a later date to obtain Board of Supervisors approval of the contract, as required by the City's Charter. The Budget Analyst's report on the original resolution to approve that contract is attached.

2. Ms. Geri Brown of the DPH Contracts Office requests that the proposed resolution be continued to the Call of the Chair.

Recommendation: Continue to the Call of the Chair as requested by DPH.

Memo to Finance Committee
October 3, 1990

Item 2 - File 172-90-26

Note: This item was continued by the Finance Committee at its meeting of September 26, 1990.

- Department:** Department of Public Health (DPH)
San Francisco General Hospital (SFGH)
- Item:** Resolution approving a contract between the City and County of San Francisco and Health Management Systems, Inc.
- Contract Amount:** City's cost would not exceed 12.5 percent of revenues collected with the total dollar amount not to exceed \$1.5 million annually.
- Term of Contract:** The effective date of this agreement would be when the Controller has certified the availability of funds and the contractor has been notified in writing of the certification. Health Management Systems, Inc. would have four month's from the date of the notification to install the electronic claims system and 36 months from the time the system is installed to perform the professional services.
- Description:** The Department of Public Health is proposing to contract with Health Management Systems, Inc. for the provision of Comprehensive Account Management Services (CAMS), a computer-based system of services designed to reduce the costs and facilitate the process by which a hospital generates billings and receives payments from its third-party intermediaries. The DPH is proposing to install this computer-based system at San Francisco General Hospital.
- Under the provisions of the contract, Health Management Systems Inc. would be responsible for the installation of the CAMS computer hardware, on-site training of SFGH staff and coordinating the CAMS interface with SFGH's Management Information Systems (MIS). Once CAMS has been implemented, Health Management Systems, Inc. would provide on-site support staff at SFGH, as necessary to answer questions, provide ongoing staff training and resolve problems.
- The CAMS system would process the following types of claims:
- (1) Inpatient and outpatient Medi-Cal claims.
 - (2) Inpatient and outpatient Medicare claims, including psychiatric claims.

- (3) Inpatient and outpatient insurance claims to all carriers who accept electronic media claims.
- (4) Outpatient Child Health Development (CHDP) claims.
- (5) Medi-Cal outpatient Pharmacy claims.
- (6) Automated Doctors First Report of Injury forms for California Workers Compensation accounts.
- (7) Health Care Financing Administration (HCFA) 1500 Part B claims.

In addition to processing claims, the CAMS system would provide the following types of reports:

- (1) Monthly Production Reports, indicating number of paid and denied claims by financial category.
- (2) Reports on account age, by financial category and biller assignment.
- (3) Daily log of claim prebilling edit failures by financial class (to facilitate on-line editing, to identify account errors and correct accounts before claims are created and submitted to intermediaries).
- (4) Daily Rejection Reports detailing reason for claims rejection.
- (5) Monthly Management Summaries (i.e., report of total accounts processed, claims billed and paid and, report of accounts receivable balances by financial class.

Comments:

1. The SFGH's Billing Office is divided into two major units: Patient Accounting and Credit/Collections and Accounts Receivable Reconciliation. The Billing Office handles approximately 234,200 claims per year. The Department collected an estimated \$80,001,501 in FY 1989-90 in the following categories:

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Medicare Inpatient*	\$17,908,117
Medicare Outpatient*	3,115,895
Medi-Cal Inpatient *	26,466,117
Medi-Cal Outpatient*	5,306,944
Patient Pay	8,518,586
Insurance*	12,619,074
Ambulance	6,400,342
Other Cash	3,379,681
Medicare Withholds	<u>-3,713,255</u>
Total	\$80,001,501

* These categories of claims would be processed through the proposed CAMS system. The total estimated amount collected for these claims is \$65,416,147.

2. SFGH currently utilizes a Blue Cross system known as Direct Data Entry (DDE) for submission of Medicare and Blue Cross private insurance. This system transmits claim data via telephone lines and requires a biller to enter all of the claims data on a computer. SFGH leases five IBM terminals from Blue Cross for this system at a total cost of \$11,400 per year.

3. SFGH processes all inpatient Medi-Cal and all other commercial insurance claims manually. Ms. Sharon Kennison of SFGH advises that the manual processing of these claims is very labor intensive. The staff in the Billing Office's Patient Accounting are primarily engaged in the processing of approximately 20,000 paper claims a month, which involves reviewing, correcting, editing and sending the claims. The Medi-Cal and Medicare billing staff are also responsible for follow-up on claims, correcting rejects and denials whenever possible. According to Ms. Kennison, the majority of the work day is spent at a typewriter making manual adjustments and corrections to claims. The billing staff responsible for commercial insurance claims prepare and send claims and then forward them to the Credit/Collections unit for follow-up. The Collectors in the Credit/Collections unit, are responsible for (1) follow-up on all commercial insurance billings; (2) answering inquiries and requests for records and information; (3) making collection calls to patients and other payors; (4) interviewing patients; (5) negotiating payment plans and keeping track of the outstanding balance and (6) referring delinquent bills to the City's Collection Division when appropriate.

4. SFGH reports that over the last ten years, claims processing entities for the hospital industry have moved significantly away from accepting manually prepared claims for payment. Ms. Sharon Kennison of SFGH advises that over 80 percent of all California hospitals now use some form of electronic claims submission processing and that SFGH is probably, the only hospital in the State with similar patient volumes, that still submits manually prepared claims to the Medi-Cal program. Ms. Kennison adds that Medi-Cal is moving towards no longer accepting manually prepared claims from hospitals with high patient volumes.

5. Ms. Kennison reports that the installation and ongoing management of the CAMS system would not require that any new staff be hired at SFGH. The contract provides that Health Management Systems Inc., would fund installation costs, in an amount that would not exceed an estimated \$100,000 for wiring and site preparation. According to Ms. Kennison, the \$100,000 estimate was based on a preliminary estimate which took into consideration projected costs for the necessary installation as well as costs for contingencies. Ms. Kennison advises that since the original estimate was made, the SFGH's Building Maintenance and Grounds Department, which will perform the necessary work, estimates a minimum cost of \$12,000 to a maximum cost of \$33,000 . Therefore, according to Ms. Kennison, the estimated \$100,000 would be more than sufficient to cover all actual costs for installation.

6. Health Management Systems, Inc. would provide and install 35 personal computers and related hardware and workstations. During the term of contract, Health Management Systems, Inc. would be responsible for the maintenance, repairs, replacement and insurance covering liability, damage and theft for this equipment. At the expiration of the contract, all computer equipment would become the property of the City and the City would assume sole responsibility for maintaining and insuring the equipment. Ms. Kennison reports that the potential cost to the City for maintaining and insuring this equipment has not, as yet, been determined.

7. The following unaudited figures provided by Ms. Kennison outline SFGH volume of claims associated with third-party intermediaries and the volume of potential and actual collections from these third-party intermediaries for FY 1989-90:

<u>Claims Type</u>	<u>Estimated Annual Volume</u>	<u>Estimated Potential Collections</u>	<u>Estimated Denied or Rejected Claims</u>	<u>Estimated Actual Collections</u>
Medicare Inpatient	3,000	\$17,908,117	None	\$17,908,117
Medicare Outpatient	24,000	3,180,895	\$ 65,000	3,115,895
Medi-Cal Inpatient	9,000	27,523,167	1,057,050	26,466,117
Medi-Cal Outpatient	48,000	5,961,944	655,000	5,306,944
Insurance Outpatient/ Inpatient	<u>16,000</u>	<u>12,694,074</u>	<u>75,000</u>	<u>12,619,074</u>
Total	100,000	\$67,268,197	\$1,852,050	\$65,416,147

8. SFGH anticipates that the CAMS system would reduce all denied or rejected claims by 50 percent once the system is in place. Follow-up and resubmission of denied or rejected claims should take no more than five days to resubmit. Ms. Kennison reports that generally claims are denied or rejected due to either erroneous information or missing information on the claim form. In addition, the State rejects certain Medi-Cal claims because the ocular readers (viewing devices used to read the information on claim forms) have difficulty reading manually prepared claims.

9. In addition, SFGH anticipates that the CAMS system would provide a faster overall turnaround in accounts receivables. Currently, Medi-Cal inpatient days in accounts receivable average 115 days from discharge. SFGH expects that the CAMS system would reduce Medi-Cal days in accounts receivable to 60 days from the date billed, a reduction of 55 days. Medicare inpatient days in accounts receivable currently average 88 days from the date billed. SFGH expects that the CAMS system would reduce Medicare days in accounts receivable to between 45 to 60 days from the date billed, a reduction of between 28 and 43 days.

10. Ms. Kennison states that although faster cash turnaround does not mean more cash for the hospital, maintaining a steady cash flow to SFGH is important because when there is a slowdown in incoming cash, the Controller's Office places reserves against SFGH expenditures. According to Ms. Kennison, this results in SFGH not being able to pay its bills on a timely basis. Ms. Kennison advises that not only does this adversely affect vendors and SFGH's credit rating, but SFGH also loses discounts offered to the Department by vendors for timely payments and SFGH must sometimes purchase goods at higher prices when preferred vendors put the Department on credit holds.

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11. SFGH also anticipates that the CAMS system would result in lower error rates and fewer lost claims, less need for space to store thousands of copies of manually prepared claims, savings in postage, courier services and paper costs and a reallocation of existing personnel to more efficient and productive revenue generating tasks. This would primarily involve switching staff from manual claims processing tasks to computer claims processing tasks. Ms. Kennison estimates, based on current expenditures, that savings on postage, courier services and paper would amount to approximately \$50,000 annually. Ms. Kennison projects that an additional \$3 million in claims revenues would be generated annually based on the existing personnel's increased efficiency in processing claims through the CAMS system.

12. According to Ms. Kennison, the CAMS system, once fully operational, would allow the Billing Office to transfer four Inpatient and Outpatient Medi-Cal/Medicare billers to areas which are now understaffed. These areas include, (1) Patient Pay and Commercial Insurance follow-up, (2) other government programs such as the Victim of Crime Program and (3) Special Account Billing which encompasses all of the research and drug trials which are performed at SFGH. Ms. Kennison reports for example, that the approximately \$21.1 million which is currently collected from Patient Pay (\$8,518,586) and Insurance (\$12,619,074) is done with a minimum of personal follow-up (i.e., phone calls and letters). Ms. Kennison projects that reallocating four FTE in billing personnel to these other areas could generate, conservatively an additional ten percent or \$2.1 million in collections, which alone would account for the majority of the estimated \$3,000,000 in costs saving as a result of increased efficiencies.

13. In addition, Ms. Kennison estimates that once the CAMS system is installed and operational, SFGH will realize an estimated \$54,800 in annual cost savings as follows:

Leased Blue Cross Computer Terminals	\$11,400
Postage 50,000 claims @ \$.50	25,000
Postage 25,000 claims @ \$.25	6,250
Courier Service to Sacramento	2,450
UB82 Claim Forms	4,500
Printer Maintenance Costs	3,200
Misc. Supplies (envelopes, rubber stamps, white out, tape, typewriter repairs	2,000
Total	\$54,800

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14. Under the provisions of the contract, Health Management Systems, Inc., would perform the proposed CAMS services on a contingency fee basis and would be compensated according to the following fee schedule:

OUTPATIENT CLAIMS

Outpatient revenues generated After Commence- ment Date of CAMS	Health Management Systems, Inc. Fee as a Percentage of Gross Revenues
\$0 - \$1,000,000	0%
\$1,000,001 - \$3,000,000	5.0
\$3,000,001 - \$5,000,000	7.5
\$5,000,001 - \$7,000,000	10.0
\$7,000,001 - \$10,000,000	11.0
\$10,000,001 - \$20,000,000	12.5
Over \$20,000,000	8.5

INPATIENT CLAIMS*

Month of Service From Commencement Date of CAMS	Health Management Systems, Inc. Fee as a Percentage of Gross Revenues
1 - 18 months	2% of inpatient revenues
19 - 36 months	1.5% of inpatient revenues

* Health Management Systems, Inc. would forego its fee on the first \$1,000,000 in inpatient collections.

15. Health Management Systems, Inc. would invoice for payment within fifteen days after the close of each calendar month. Payments would be made by the City to the contractor no more frequently than once each month. The proposed contract provides that under no circumstances would the amount of compensation for Health Management Systems, Inc., exceed \$1.5 million annually.

16. Ms. Kennison reports that SFGH issued an RFP in 1990 to acquire the computer based claims processing services. According to Ms. Kennison, the RFP was advertised in three minority newspapers in the City (El Observador, Asian Week and the Sun Reporter) as well as in the Sunday Examiner/Chronicle. Ms. Kennison advises that a total of 31 RFPs were mailed to a list of interested vendors or to vendors who responded as a result of the newspaper ads. Nine vendors attended a bidder's conference on March 5, 1990. Ms. Kennison reports that SFGH received bids from three vendors; 1) Wellmark, Inc., Los Angeles, Ca; 2) The Data Systems group, Inc. Sacramento, Ca; and 3) Health Management Systems, Inc., New York, N.Y. None of the bidders are MBE or WBE firms. Ms. Kennison reports that the RFP evaluation committee was comprised of eight ethnically diverse group members, representing data processing, general and patient accounting and hospital administration departments. The committee agreed that all three companies met the initial requirements and therefore all three bids were accepted. Five of the eight committee met again on April 4, 1990 and scored each bidder based on established criteria in the following categories: (1) scope of the work to be provided (15 points); (2) recent relevant experience (20 points); (3) professional background (20 points); (4) quality of past projects of client population being served (20 points); (5) rate/total cost (25 points); (6) product demonstration (60 points); Health Management Systems, Inc. received an average total of 134 out of a total possible 160 points. Wellmark, Inc. and Data Systems, Inc. received an average total of 99 and 93 respectively. Ms. Kennison advises that Geri Brown, Director of the DPH Contracts Office, observed the scoring process and was there to ensure that it was handled according to the City's and the DPH's guidelines.

17. The proposed contract which is the subject of this report, if approved, would be the second contract between SFGH and Health Management Systems, Inc. The SFGH has been contracting with Health Management Systems, Inc. since 1986 for the provision of Retroactive Claims Reprocessing services (RCR). The claims processed under this contract include "Patient Pay" and "Medically Indigent Adult." These claims are assigned to these financial class categories because the patient has not reported any third party coverage. These types of claims are not included in the categories of claims to be processed under the proposed CAMS system. Ms. Kennison reports that these accounts are primarily outpatient accounts and the volume is such (approximately 60,000) that the SFGH billing staff cannot manually query other systems to determine if there is some type of coverage available, which has not been reported by the patient. Ms. Kennison advises, therefore, that these accounts be turned over to Health Management Systems, Inc. for processing. Health Management Systems, Inc., maintains an extensive data base of Medi-Cal and Medicare eligibility information. The Agency is able to match the information in the Patient Pay and Medically Indigent Adult Accounts with this eligibility data and when Medi-Cal or Medicare coverage is determined, those accounts are billed directly by Health Management Systems, Inc. to the appropriate program. According to Ms. Kennison, if the SFGH did not contract with Health Management Systems, Inc. for RCR services, the Patient Pay and Medically Indigent Adult accounts which remained uncollectable would be written off and the collections would be lost. Under the RCR contract, Health Management Systems, Inc. is compensated at the rate of 25 percent of total collections recovered. For FY 1986-87 through FY 1988-89, Health Management Systems, Inc. generated \$5,379,700 in collections under the RCR contract. The total paid to HMS for this period was \$1,344,925. For FY 1989-90 Health Management Systems, Inc. has collected a total amount of \$1,927,112 and projects an additional \$341,800 will be collected for the period May 1, 1990 to June 30, 1990, for a total amount collected for SFGH of \$2,268,912. Health Management Systems, Inc.'s share of these collections will be 25 percent or \$567,228.

18. The Board of Supervisors approved six new positions for the SFGH Finance Division in the 1990-91 budget. Of the six positions which were approved, two (1637 Patient Accounting Clerks) were approved for the Billing Office. The remaining four positions are 2908 Eligibility Workers and are assigned to Registration. Ms. Kennison advises that the two 1637 Patient Accounting Clerks are assigned to outpatient collections. In

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1989-90, the Billing Office had seven 1637 Patient Accounting Clerks, only two of whom were assigned to outpatients accounts. According to Ms. Kennison, the volume of claims (1,168 accounts per month per Patient Accounting Clerk), plus the additional tasks they were required to perform (i.e., handling telephone and walk-in inquiries), left the two Patient Accounting Clerks with little or no time to do any follow-up or collections on their accounts. The total collections for these two positions for 1988-89 is \$4,619,073. The two additional Patient Accounting Clerks will increase the number of Patient Accounting Clerks assigned to outpatient collections to four and would reduce the caseload from 1,168 accounts to approximately 584 accounts per month for each of the Patient Accounting Clerks. Ms. Kennison advises that with this decreased caseload, that SFGH anticipates an approximately 21 percent increase in collections. Based upon SFGH's total collections of \$4,619,073, this could result in an additional \$988,000 in revenues for FY 1990-91.

19. Ms. Kennison advises that there is no guarantee that the utilization of the CAMS system will result in increased revenues. However, based on the study and research that has gone into the examination of this system, Ms. Kennison believes that the utilization of the CAMS system will result in increased revenues. Ms. Kennison reports that the contract provides that SFGH will review the effectiveness of the system on a monthly basis for the first year of the contract. Ms. Kennison advises that if claims collections, days in accounts receivable and denial/rejections do not improve significantly after the first contract year, that under the terms of the contract, SFGH would have the option to terminate the contract. Ms. Kennison adds that the terms of the contract, in fact, provide that SFGH could terminate the contract at any point during the term of the contract.

20. Since there is a level of uncertainty regarding (a) whether or not the utilization of the CAMS system will result in increased revenues, (b) what the future maintenance and insurance costs to the City will be and (c) what the actual reduced expenditures, such as postage will be, the Budget Analyst recommends that the Board of Supervisors require an evaluation of the CAMS system after the first six months of operation and that SFGH report the results of that evaluation to the Board of Supervisors.

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21. Ms. Kennison reports that it is anticipated that the CAMS system would be on-line and available for use by SFGH according to the following schedule:

1 Medi-Cal Inpatient	1/1/91
2 Medi-Cal Outpatient	1/15/91
Medicare Outpatient	1/15/91
3 Medicare Inpatient	3/1/91
Medicare Inpatient Physician Component	3/1/91
Medicare Outpatient Physician Component	4/1/91
Inpatient Crossovers	4/1/91
4 Commercial Insurance Inpatient	5/1/91
Commercial Insurance Outpatient	5/1/91
5 Workers Compensation	6/30/91
CHDP	6/30/91

22. As of the writing of this report, Mr. Dave Fong of the Controller's Office is proposing to not certify funds for this project, pending further discussion with the SFGH. Ms. Kennison reports that SFGH is in the process of preparing information to be presented to the Controller's Office.

- Recommendations:
1. The proposed resolution to approve a contract with the Health Management Systems, Inc. for a CAMS system which cannot exceed \$1.5 million annually is a policy matter for the Board of Supervisors.
 2. If the Board approves the proposed legislation, amend the proposed resolution to require an evaluation, including data on increased revenues, increased costs and any cost reductions, and report to the Board of Supervisors on the CAMS system after the first six months of operation. To continue this contract, the data should unqualifiedly demonstrate that the net actual additional dollar benefit to SFGH exceeds the potential annual fee of \$1.5 million to be paid to the contractor.

Memo to Finance Committee
January 2, 1991

Item 3 - File 27-90-9

Department: Airports Commission

Item: Ordinance approving Modification No. 2 of the Lease and Use Agreement between Pan American World Airways, Inc., and the City and County of San Francisco acting by and through its Airports Commission.

Lease: Pan American World Airways

Description: The existing lease with Pan American World Airways is for a 30-year term from July 1, 1981 to June 30, 2011.

2. The proposed lease modification would delete space currently leased by Pan American World Airways in the International Terminal building including ticket and recheck counters, ticket office, baggage service office, administration and V.I.P. lounge space. The space to be vacated by Pan American World Airways is as follows:

Ground Level:

- a. 99 square feet of Category I space;
- b. 1,345 square feet of Category II space;
- c. 80 square feet of Category III space.

Second Level:

- a. 1,657 square feet of Category I space;
- b. 3,143 square feet of Category II space.

Boarding Area D:

- a. 5,636 square feet of Category II space;
- b. 8,707 square feet of Category III space.

The Space Categories are defined as follows:

- Category I: Ticket Counters and Hold Rooms (waiting areas by gates).
- Category II: Ticket Counter Back Offices, VIP Clubs, Baggage Claim Lobbies.
- Category III: Administrative and Operations Offices (basement level)
- Category IV: Baggage Handling Areas.
- Category V: Unenclosed or Covered Areas (ramp level)

Comment:

1. Pan American World Airways, Inc. Lease and Use Agreement Modification No. 2 was adopted December 11, 1990, by Airports Commission Resolution No. 90-0214.

2. The proposed lease modification would execute part of a previous sales agreement between Pan American World Airways and United Air Lines for air routes, aircraft, and facilities at San Francisco International and Dulles International Airports.

3. The annual revenues to the Airport for the space that would be vacated is approximately \$454,035. According to Mr. Rhoades of the Airports Commission, total annual revenues to the Airport from Pan American World Airways for exclusive use space would be reduced from \$454,035 to \$0, as a result of the proposed ordinance.

4. However, the proposed lease modification would result in no change in revenues to the Airport. United Air Lines would take over the rental payments currently paid by Pan American World Airways for the subject terminal space (see Item 4 - File 27-90-10).

Recommendation: Approve the proposed ordinance.

Item 4 - File 27-90-10

Department: Airports Commission

Item: Ordinance approving Modification No. 9 of Lease and Use Agreement between United Air Lines, Inc., and the City and County of San Francisco acting by and through its Airports Commission.

Lease: United Air Lines

Description: The existing lease with United Air Lines is for a 30-year term from July 1, 1981, to June 30, 2011.

The proposed lease modification would increase the space occupied by United Air Lines to include former Pan American World Airways leased space in the International Terminal building including ticket and recheck counters, ticket office, baggage service office, administration and V.I.P. lounge space. The additional space that would be occupied by United Air Lines is as follows:

Ground Level:

- a. 99 square feet of Category I space;
- b. 1,345 square feet of Category II space;
- c. 80 square feet of Category III space.

Second Level:

- a. 1,657 square feet of Category I space;
- b. 3,143 square feet of Category II space.

Boarding Area D:

- a. 5,636 square feet of Category II space;
- b. 8,707 square feet of Category III space.

The Space Categories are defined as follows:

- Category I: Ticket Counters and Hold Rooms (waiting areas by gates).
- Category II: Ticket Counter Back Offices, VIP Clubs, Baggage Claim Lobbies.
- Category III: Administrative and Operations Offices (basement level)
- Category IV: Baggage Handling Areas.
- Category V: Unenclosed or Covered Areas (ramp level)

Comments:

1. United Air Lines Lease and Use Agreement Modification No. 9 was adopted December 11, 1990, by Airports Commission Resolution No. 90-0215.
2. The proposed lease modification would execute part of a previous sales agreement between Pan American World Airways and United Air Lines for air routes, aircraft, and facilities at San Francisco International and Dulles International Airports.
3. The proposed lease modification would result in no change in revenues to the Airport. United Air Lines would take over the rental payments currently paid by Pan American World Airways for the subject terminal space.
4. The annual revenues to the Airport for the space that would be leased by United Air Lines as a result of the proposed ordinance is approximately \$454,035. According to Mr. Rhoades of the Airports Commission, total annual revenues to the Airport from United Air Lines for exclusive space would be \$7,432,062, including the revenues for the additional space in the subject proposed ordinance.

Recommendation: Approve the proposed ordinance.

Item 5 - File 96-90-5

Departments: Public Utilities Commission, Municipal Railway (MUNI)
Department of Real Estate

Item: Ordinance authorizing the sale of City-owned property; and adopting findings pursuant to Planning Code Section 101.1.

Location: Assessor's Block 2203, Lot 1, located at the intersection of 14th Avenue and Quintara Street.

Amount: \$6,500

Description: The Municipal Railway (MUNI) currently owns Assessor's Block 2203, Lot 1, located at the intersection of 14th Avenue and Quintara Street. MUNI has determined that a portion of Assessor's Block 2203, Lot 1, is not required for municipal purposes and has proposed selling the property to the adjoining property owner.

The area of the property is approximately 179 square feet in size, consisting of a 52 square foot parcel (measuring 0.95 feet by 55.18 feet), and a 127 square foot parcel located under the roof overhang from the adjoining property (measuring 2.3 feet by 55.13 feet).

Because of a lack of an accurate survey of the adjoining property, a portion of the house on the adjoining property was apparently built on the 52 square foot parcel, with the roof of the house hanging over the adjacent 127 square foot parcel. The Department of Real Estate was unable to determine how the apparent encroachment was allowed to occur.

The current owners of the adjoining property have been unable to obtain title insurance to their property because of the apparent encroachment on to the City property. The current owners of the adjoining property have therefore offered to purchase the 52 square foot parcel and an easement to the 127 square foot parcel to allow access to the roof overhang.

The Department of Real Estate has determined that the 52 square foot parcel is valued at \$77.60 per square foot or \$4,036, while the 127 square foot easement is valued at \$19.75 per square foot or \$2,508 (The value of the two parcels total \$6,544). Rounding to the nearest \$100, the Department of Real Estate estimated the sale price to be \$6,500, the fair-market value for the property.

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The Department of City Planning reported on October 31, 1990 that the sale of the property would be in conformity with the City's Master Plan and consistent with the eight priority planning policies of Planning Code Section 101.1.

Comment: A map provided by the Department of Real Estate is attached, illustrating the location of the property.

Recommendation: Approve the proposed ordinance.

AYE.

LOT 5¹/₂ AVE. 5¹/₂

26	"	"	"	"	"
52	53	54	55	56	57
00					58
44	"	"	"	"	"
52	CITY	24	2		"
53	CITY	23	2 ^a		"
		36	37		"
		35			"
		R.A.			"
		39			"
		33	40		"
		2204	32	41	"
52		21	42		"
		20	43		"
		19	44		"
52		18	45		"
53		49	3		"
54					"
55					"
56					"
57					"
58					"

Item 6 - File 96-90-6

Departments: Department of Public Works
Department of Real Estate

Item: Ordinance authorizing the sale of City-owned property; and adopting findings pursuant to Planning Code Section 101.1.

Location: Assessor's Block 3592, Lot 32, bounded by 18th, 19th, Harrison, and Folsom Streets.

Amount: \$495,000

Description: The Department of Public Works (DPW) currently owns Assessor's Block 3592, Lot 32, consisting of approximately 31,200 square feet, bounded by 18th, 19th, Harrison, and Folsom Streets. The parcel was formerly a portion of Treat Avenue, and the Board of Supervisors formally vacated the property in 1988 through approval of Ordinance No. 182-88. Although the property does not currently serve as a street, the property does contain three easements for water, sewer, and telephone lines.

The Pacific Gas and Electric Company (PG&E) currently leases this property from the City to park company vehicles in conjunction with its adjacent service facility. PG&E now proposes to purchase the property from the City at a price of \$495,000, which the Department of Real Estate has determined to be the fair market value of the property.

The Department of City Planning reported on October 23, 1990 that the sale of the property would be in conformance with the City's Master Plan and consistent with the eight priority planning policies of Planning Code Section 101.1.

Comments:

1. The deed of ownership also requires PG&E to provide for an easement for the Green Glen Linen Service, because the easement would allow access to the business from the rear. The three utility easements mentioned previously would remain on the property.
2. A map is attached illustrating the location of the property.

3. As indicated above, PG&E presently leases this property from the City. This lease commenced August 1, 1988 for a term of ten years with several renewal options at an annual prepaid rental income to the City of \$39,000 each of the first five years and \$49,775 each of the second five years. Over the ten year term of the current lease, the City would receive a total of \$443,875 in revenues. Assuming a conservative five percent rate adjustment was included in the initial five year lease option, the City would receive the proposed purchase price of \$495,000 after approximately ten years of the beginning of the lease, or by the year 1999. Thereafter, the City would continue to receive lease payments from PG&E for an eventual amount greater than the proposed \$495,000 purchase price. Conversely, if the City were to sell the proposed property and was able to invest the proposed \$495,000 sales price and receive an interest income of approximately 7.9 percent, the City's interest income could exceed the current annual lease income. Although interest rates are currently declining, during 1990, the City received an average interest income of approximately 8.3 percent.

4. The City is currently considering the issue of municipalization of PG&E, which could include purchasing PG&E property for future City use. Until the issue of municipalization of PG&E is determined, the decision of whether to sell the proposed property to PG&E, rather than to continue the existing lease arrangements, is a policy decision for the Board of Supervisors.

Recommendation: Approval of the proposed ordinance is a policy matter for the Board of Supervisors.

Item 7 - File 101-90-35

Department: Public Utilities Commission, Municipal Railway (MUNI)

Item: Supplemental appropriation ordinance for training and membership dues

Amount: \$76,072

Source of Funds: General Fund Reserve

Description: In September of 1990, the Board of Supervisors approved reductions in funding for training and memberships in all General Fund and General Fund-supported departments. The Municipal Railway (MUNI) has requested restoration of \$76,072 in funds previously budgeted for training and memberships.

The funds proposed to be restored would be allocated as follows:

Training – Transportation Division \$3,938

MUNI has requested restoration of funds to train division management on recognizing substance abuse among transit employees. MUNI advises that the Federal Government mandates such training.

Training – Engineering and Administration 18,458

MUNI reports that funds would be used for Federal and State mandated annual training for hazardous waste handling, and as a local match intended for an Urban Mass Transit Administration sponsored management training program.

Training – Maintenance Division 42,960

MUNI has requested these funds to support continuing technical training in maintenance systems for the Light Rail Vehicles.

Membership dues \$10,716

MUNI has requested restoration of these funds to pay for the balance of the costs for the Department's membership in the American Public Transit Association (APTA). The annual membership cost is \$17,000.

TOTAL \$76,072

Comment: Because the above request was the subject of previous budgetary denial by the Board of Supervisors, approval of this proposed legislation would require a two-thirds approval or eight votes. The proposed ordinance should be amended to specify the approval requirement of two-thirds vote of all members of the Board of Supervisors pursuant to Section 6.306 of the Charter.

Recommendation: Amend the ordinance to specify the approval requirement of two-thirds vote of all members of the Board of Supervisors pursuant to Section 6.306 of the Charter.

Approval of the proposed ordinance to appropriate training and membership dues for MUNI previously deleted by the Board of Supervisors is a policy matter for the Board.

Item 8 - File 101-90-36

Department: Parking and Traffic
Item: Supplemental Appropriation Ordinance
Amount: \$1,000,000
Source of Funds: Off-Street Parking Fund

Description: The 1987 San Francisco General Hospital (SFGH) Medical Center Institutional Master Plan identified the need for more parking to serve the medical facility. In 1987, a survey and study prepared by the consultant, DKS Associates indicated that 1,900 parking stalls were needed to serve the SFGH medical center. The 1990 Willbur Smith consultant survey and study identified the need for over 1,200 new parking spaces in addition to the 275 spaces currently on the SFGH grounds. These surveys found that on an average work day between 1,200 and 1,500 hospital workers park their vehicles in the neighborhoods surrounding SFGH resulting in numerous complaints from the residents and merchants in the SFGH area. Various neighborhood and merchant groups as well as SFGH staff and union groups support the construction of an off-street parking facility.

The San Francisco Municipal Railway (MUNI) Ways and Structures Division currently occupies a 200 by 400 foot site adjacent to SFGH on the block bordered by 23rd, 24th and Utah Streets and San Bruno Avenue. MUNI has declared this site to be surplus property and plans to move to a new facility in 1996 or sooner, if given six months notice.

The Department of Parking and Traffic (DPT) is planning to construct a five floor, 1,400 stall public parking facility at the MUNI site. The proposed parking garage would cost a total of between \$10.2 and \$14.4 million (preliminary estimate). The proposed garage would be open to the public and would charge reduced rates for monthly parking. It is anticipated that employees would pay the same rates as other members of the public.

DPT is requesting \$1,000,000 from the Off-Street Parking Fund to obtain an Environmental Impact Review (EIR) and to perform the cleanup of toxic materials at the MUNI site simultaneously. The Off-Street Parking Fund had a balance of approximately \$8.1 million as of November 30, 1990. The DPH has requested the Redevelopment Agency to arrange for the EIR. The Redevelopment Agency estimates that the EIR would cost approximately \$170,000. The Department of Public

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Health Toxics and Safety Services Division estimates that approximately \$830,000 will be needed for toxics cleanup. MUNI contracted with the firm of Harding Lawson Associates through a competitive bid process for an evaluation of the contamination. The cost of the evaluation, approximately \$131,000, is included in MUNI's budget and is not a part of the proposed supplemental appropriation.

The DPT indicates that the proposed parking facility would probably be financed by bonds, although other financing mechanisms are still being considered. Bond proceeds or other financing would be used to reimburse the Off-Street Parking Fund for the proposed \$1,000,000 for the EIR and toxics cleanup.

Comments:

1. The DPT and MUNI have not yet determined which department has financial responsibility for the toxics cleanup, but the DPT wants to proceed with the cleanup simultaneously with the preparation of the EIR in order to have the site ready for construction as soon as possible.

2. Because contractors for both the EIR and the toxics cleanup have not yet been selected, the full \$1,000,000 should be reserved pending selection of the contractors and a report as to the contractors' hours of professional services, hourly rates and MBE/WBE/LBE status. In addition, the Department of Public Health Toxics and Safety Services Division believes it may be capable of performing the toxics cleanup, in which case the use of an outside contractor may not be necessary.

Recommendation: Amend the proposed Supplemental Appropriation Ordinance to reserve the full amount of \$1,000,000 pending selection of contractors and determination of hours of professional services, hourly rates and MBE/WBE/LBE status and approve the proposed Supplemental Appropriation Ordinance as amended.

Item 9 - File 101-90-37

Department: Municipal Court

Item: Supplemental Appropriation Ordinance to increase 1990-91 budget for travel, training and membership dues.

Amount: \$36,544

Source of Funds: Excess salary savings in the Municipal Court's 1990-91 budget.

Description: In September of 1990, the Board of Supervisors approved reductions in funding for travel, training, memberships, and entertainment and promotions in all General Fund and General Fund-supported departments. Such reductions totalled \$36,544 for the Municipal Court. Additionally, the Board of Supervisors also approved specific reductions in the Municipal Court's 1990-91 budgets for travel and training totalling \$31,270. These 1990-91 budget reductions are as follows:

	<u>1990-91 Budget Request</u>	<u>Specific Reductions</u>	<u>Other Reductions</u>	<u>Total Reductions</u>	<u>1990-91 Final Budget</u>
<u>Municipal Court Operations</u>					
Travel	\$35,250	\$15,670	\$14,019	\$29,689	\$5,561
Training	25,600	15,600	7,160	22,760	2,840
Membership Dues	<u>6,460</u>	<u>-</u>	<u>4,625</u>	<u>4,625</u>	<u>1,835</u>
Subtotal	\$67,310	\$31,270	\$25,804	\$57,074	\$10,236
<u>Computerization Project</u>					
Training	<u>15,000</u>	<u>-</u>	<u>10,740</u>	<u>10,740</u>	<u>4,260</u>
Total	\$82,310	\$31,270	\$36,544	\$67,814	\$14,496

The Municipal Court indicates that the \$36,544 in other reductions should be restored in order to provide training regarding new State requirements and travel and memberships for judges and staff to keep abreast of changes and activities in the legal system.

Comments: 1. As indicated above, the proposed \$36,544 cost would come from the Municipal Court's existing 1990-91 budget, through excess salary savings.

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2. Because the above requests were the subject of previous budgetary denial by the Board of Supervisors, approval of this proposed legislation would require a two-thirds approval or eight votes pursuant to Charter Section 6.506.

Recommendation: Approval of the proposed Supplemental Appropriation Ordinance to restore \$36,544 for the Municipal Court's 1990-91 travel, training and membership dues previously deleted by the Board of Supervisors is a policy matter for the Board.

Item 10 - File 146-90-100

Department: Department of Public Health (DPH)
Community Public Health Services (CPHS)

Item: Resolution authorizing the Department of Public Health as sub-grantee in collaboration with Catholic Charities of San Francisco, as prime grantee, to accept and expend a new Federal grant.

Amount: \$28,574

Source of Grant: U. S. Department of Health and Human Services (DHHS)

Grant Period: October 1, 1990 to September 30, 1991

Project: Guerro Transitional Living Project

Project Description: The proposed grant funds would be used by DPH in collaboration with Catholic Charities of San Francisco to fund a part-time Nurse Practitioner to provide primary health care services including diagnosis and treatment, and HIV assessment, management and testing to homeless young adults (ages 18 - 21) participating in the Guerro Transitional Living Project. In addition to primary health care services, project participants would also receive health education services. These project services would be provided, to project participants, at the Guerro House, a 20-bed residential facility operated by Catholic Charities and at the City's Huckleberry House Clinic.

No. of Persons to be Served: 20 project clients at any given time

Project Budget:

Nurse Practitioner (.5 FTE)	\$26,574
Training	<u>2,000</u>
Total	\$28,574

Required Match: None

Indirect Costs: None

Comments: 1. The DPH reports that the Department did not have to apply for these Federal grant funds. The application for these grant funds was submitted to the DHHS by Catholic Charities.

2. Dr. Janet Shalwitz reports that a part-time Nurse Practitioner is already working on this project and as a result expenditures have been incurred against these grant funds. Therefore, the proposed resolution should be amended to authorize DPH to accept and expend these Federal grant funds retroactively.

3. Dr. Shalwitz advises that the DPH is providing the Nurse Practitioner services under a Memorandum of Understanding between DPH and Catholic Charities of San Francisco. This agreement, which only requires Departmental approval, was entered into on August 15, 1990.

4. The DPH advises that if grant funding for this project is terminated or reduced in the future, the part-time Nurse Practitioner position would be returned to its previous sources of funding, a combination of General Fund monies and other grant funds.

5. Attached is the Health Commission "Summary of Grant Request", as prepared by DPH for the proposed grant funds.

Recommendation: Amend the proposed resolution to authorize DPH to accept and expend Federal grant funds retroactively, and approve the resolution as amended.

Item No. _____ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor Office of Human Development ServicesContact Person Janet Gorewitz
Catholic CharitiesAddress 1049 Market Street
San Francisco, Ca. 94103Amount Requested \$28,574Term: From 10/1/90 To 9/30/91

Health Commission _____ Board of Supervisors: Finance Committee _____

Division CPHSSection Special Programs for Youth (SPY)Contact Person Janet Shalwitz, M.D.Telephone 753-7780Application Deadline N/ANotification Expected N/AFull Board _____
(as sub-grantee)

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (amendment to a)
(Circle appropriate words) grant in the amount of \$ 28,574 from the period of 10/1/90 to 9/30/91
to provide primary care services, supplies & training for homeless
young adults.*

II. Summary: (Concise history; need addressed; number & groups served; services and provision)

This is a 20 bed site for homeless youth 18-21 years and will provide the youth intensive educational, vocational, and employment opportunities in a homelike setting. Comprehensive medical care, followup, referrals, HIV risk assessment, HIV infection management, and education-prevention will be done upon admission and throughout their stay at the Guerrero House by the DPH/SPY Nurse Practitioner (NP).

III. Outcomes/Objectives:

NP will oversee primary care, providing routine physicals, managing complex medical treatments, first aid; conducting ongoing health education classes for AIDS education & prevention, ongoing health care workshops. NP works in conjunction with project staff to ensure that health care maintenance, self-care knowledge are part of each resident's treatment plan. NP will follow & monitor medical treatment for HIV infected residents.

IV. Effects of Reduction or Termination of These Funds:

Homeless young adults 18-21 years of age are not eligible for Medi-Cal, thereby limiting any access or options for high quality, low cost comprehensive primary care services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$28,574			
Personnel			26,574			
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other (training)			2,000			
Indirect Costs						

VI. Data Processing

(see included above)

VII. Personnel

	F/T CSC	P/T CSC	Contractual
		.5	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
DPH budget and grant funds.

VIII. Will grant funded employees be retained after this grant terminates? If so, How?

Yes, by return of employee to both DPH budget and DPH grant funding full time. Additional grant funds which could be used to support this position are currently pending.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Exemption Form)

* An MOU with Catholic Charities and the SFDPH will be the mechanism used to transfer funds.

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Item 11 - File 146-90-102

Department: Department Public Health (DPH),
AIDS Office

Item: Resolution authorizing the Department of Public Health to
apply for a continuation State grant under the 1991-92 Master
Grant Agreement.

Grant Amount: \$800,000

Source of Grant: California Department of Health Services, Office of AIDS

Grant Period: July 1, 1991 through June 30, 1992

Project: AIDS/HIV Prevention and Education Project

Project Description: The proposed State grant funds would provide for the third
year funding of the AIDS/HIV Prevention and Education
Project component of a Master Grant Agreement between the
State Office of AIDS and the DPH. The Master Grant
Agreement was established by the State Office of AIDS in
February, 1989 to consolidate the City's various AIDS-related
programs.

The AIDS/HIV Prevention and Education Project would
continue to provide AIDS information to the following target
groups: gay and bisexual males, injection drug users and
partners of these groups. Project services are particularly
directed at women, youth and ethnic/racial minorities, that
are at risk. In addition, the project would continue to provide
AIDS educational training for health and human service
providers. The DPH would continue to be responsible for
administering the AIDS/HIV Prevention and Education
Project. The Department would contract with the following
five community-based organizations for the provision of
direct services: Bayview Hunters Point; Latino AIDS Project,
Women's Institute of Mental Health; Curas; and San
Francisco AIDS Foundation.

**No. of Persons
to be Served:** Unknown at this time

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Project Budget:

<u>Personnel</u>		
Salaries (5.95 FTE)	\$226,204	
Fringe Benefits	<u>58,813</u>	
Subtotal		\$285,017
<u>Operating Expenses</u>		
Rent	\$20,796	
Office Supplies	2,070	
Duplicating /Printing	2,500	
Educational Materials	4,150	
Staff Training	2,400	
Consultant Services	4,500	
Postage	1,200	
Telephone	1,900	
Travel	2,100	
Subcontractor Evaluations	250	
Stipends - Peer Educators (2)	20,000	
Advertising	5,431	
Community Events	2,000	
AIDS Information Network	<u>50</u>	
Subtotal		69,347
<u>Contractual Services</u>		413,394
<u>Equipment</u>		
Computer and Software	\$3,140	
Office Equipment	<u>600</u>	
Subtotal		3,740
<u>Indirect Costs</u>		<u>28,502</u>
Total		\$800,000

Required Match: None

Comments:

1. As of the writing of this report, the DPH was unable to provide budget details for contractual services. Mr. Tim Piland of the DPH reports that the budget details for contractual services will be made available when DPH submits its request to the Board of Supervisors to accept and expend these grant funds. Mr. Piland adds that, at the same time, the Department will provide RFP and sole source information on the contractual services.
2. The DPH reports that the application for this proposed grant has already been submitted. Therefore, the proposed legislation should be amended to authorize DPH to apply for the proposed grant funds retroactively.

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3. The DPH advises that if grant funding is terminated or reduced in the future, project staff would be terminated or reduced accordingly. As reflected above, the proposed grant funds would provide 5.95 FTE staff to the Department.

4. The proposed grant of \$800,000 for FY 1991-92 is \$90,000 or approximately 13 percent more than the grant amount of \$710,000 received in FY 1990-91.

5. Attached is the Health Commission's "Summary of Grant Request", as prepared by DPH for the proposed grant.

Recommendation

Amend the proposed legislation to authorize the DPH to apply for the proposed grant retroactively and approve the legislation as amended.

Item No. _____ Her Commission - Summary of Grant Request Rev. 4/10/90
 California Dept of Health Services
 Grantor Office of AIDS Division CO/AIDS Div
 Contact Person Wayne Saucedo Section AIDS Office
 Address P.O. Box 942743-7320 Contact Person Tim Piland 554-9132
Sacramento, CA Telephone Tim Piland 554-9132
 Amount Requested: \$ 800,000 Application Deadline 12-7-90
 Term: From 7-1-91 To 6-30-92 Notification Expected 2-1-91
 Health Commission 12-18 Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) ~~(accept and expend)~~ a (new) (continuation) ~~(renewal)~~ (addition to a)
 grant in the amount of \$800,000 from the period of 7-1-91 to 6-30-92
 to provide AIDS/HIV Prevention and Education Project services.
 (Circle appropriate words)

II. Summary: (Concise history; need addressed; number & groups served; services and providers)

AIDS Prevention and Education Project funding will continue to provide AIDS information to targeted individuals--gay and bisexual males, injection drug users, and partners of these groups with special emphasis on women, youth, and ethnic/racial minorities; to continue to provide AIDS educational training for health and human service providers [AIDS prevention and education programs are funded by a combination of state, federal,

and general fund money.]
To design and implement and/or enhance existing health education programs to prevent the spread of AIDS/HIV infection in San Francisco.

IV. Effects of Reduction or Termination of These Funds:

The efforts of the AIDS Office to limit the transmission of the HIV virus in San Francisco would be severely impaired.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	710,000	710,000	800,000		None	
Personnel	86,781	113,502	285,017			
Equipment	868	0	3,740			
Contract Svc.	610,373*	585,148*	413,394			
Mat. & Supp.	300	0	6,220			
Facilities/Space	8,678	11,350	20,296			
Other	3,000	0	42,831			
Indirect Costs			28,502			

VI. Data Processing

(costs included above)

0

0

VII. Personnel

F/T CSC 2.0

2.5

2.0

P/T CSC

3.95

Contractual 20.5

20.5

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
n/a

Will grant funded employees be retained after this grant terminates? If so, How?

No.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Exemption Form)

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Item 12 - File 146-90-103

Department: Department of Public Health (DPH)
AIDS Office

Item: Resolution authorizing the Department of Public Health to
apply for a continuation Federal grant

Amount: \$4,858,888

Source of Grant: Centers for Disease Control

Grant Period: January 1, 1991 to December 31, 1991

Project: AIDS/HIV Prevention Project

Project Description: The proposed grant funds would be used by DPH to continue
to support a variety of AIDS prevention programs. These
programs include counseling and testing services, partner
notification and referral services, health education and risk-
reduction services and public information and early
intervention services. DPH would continue to be responsible
for administering this program and for providing direct
services. Additionally, DPH would contract with
approximately 18 community-based organizations for
provision of direct services.

**No. of Persons
to be Served:** To serve all residents of San Francisco

Project Budget:

Personnel (63 FTE)	\$1,335,346
Fringe Benefits	493,895
Equipment	6,250
Materials and Supplies	82,857
Rent	64,795
Contractual Services	2,477,156
Other	108,233
Indirect Costs	<u>290,356</u>
Total	\$4,858,888

Required Match: None

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Comments:

1. As of the writing of this report, the DPH was unable to provide budget details for the contractual services or for the \$108,233 listed under the category of "other" in the project budget. Mr. Tim Piland of the DPH reports, that the budget details for contractual services and for the \$108,233 will be made available when DPH submits its request to the Board of Supervisors to accept and expend these grant funds. Mr. Piland adds that, at the same time, the Department will provide RFP and sole source information on the contractual services.

2. The DPH reports that the application for these grant funds has already been submitted. Therefore, the proposed legislation should be amended to authorize the DPH to apply for the proposed grant retroactively.

3. The DPH advises that if grant funding is terminated or reduced in the future, project staff would be terminated or reduced accordingly. As reflected above, the proposed grant funds would provide 63 FTE staff to the Department.

4. The proposed grant of \$4,858,888 for calendar year 1991 is the same amount received for calendar year 1990.

5. Attached is the Health Commission's "Summary of Grant Request", as prepared by DPH for the proposed grant.

Recommendation: Amend the proposed legislation to authorize the DPH to apply for the proposed grant retroactivity and approve the proposed legislation as amended.

Item No. Health Commission - Summary of Grant Request

Rev. 4/10/90

Dept of Health and Human Services

Grantor Centers for Disease ControlDivision CO/AIDS DivContact Person Lin Dixon/Jack StubbsSection AIDS OfficeAddress 255 E. Paces Ferry Rd., NE, #300Contact Person Tim PilandAtlanta, GA 30305Telephone 554-9132Amount Requested \$ \$4,858,888Application Deadline 11/22/90Term: From 1-1-91 To 12-31-91Notification Expected 1-1-91Health Commission 12-18-90Board of Supervisors: Finance Committee Full Board

I. Item Description: Request to (apply for) ~~(renew and expand)~~ a ~~(new)~~ (continuation) ~~(allocation)~~ ~~(augmentation to)~~ grant in the amount of \$4,858,888 from the period of 1-1-91 to 12-31-91 to provide AIDS Prevention Program services.

II. Summary: (Concise history; need addressed; number & groups served; services and providers)

These funds support (along with additional State and local support) a wide array of AIDS prevention programs including Counseling and Testing services; Partner Notification and Referral services. Health Education and Risk Reduction services, and Public Information and Early Intervention services.

III. Outcomes/Objectives:

To provide the above services to the residents of San Francisco in order to prevent the transmission of the AIDS/HIV virus.

IV. Effects of Reduction or Termination of These Funds:

The efforts of the AIDS Office to limit the transmission of the HIV virus in San Francisco would be severely impaired.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		4,858,888	4,858,888	0	none	
Personnel		1,829,241	1,829,241	0	"	
Equipment		6,250	6,250	0	"	
Contract Svc.		2,477,156	2,477,156	0	"	
Mat. & Supp.		82,857	82,857	0	"	
Facilities/Space		64,795	64,795	0	"	
Other		108,233	108,233	0	"	
Indirect Costs		290,356	290,356	0		

VI. Data Processing

(same included above)

5,000

5,000

0

"

VII. Personnel

F/T CSC

63

63

0

P/T CSC

Contractual

apprx 51

apprx 51

0

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

n/a

Will grant funded employees be retained after this grant terminates? If so, How?

No.

*VIII. Contractual Services: Open Bid

Sole Source

(If sole source, attach Request for Exemption Form)

Item 13 - File 146-90-104

Department: Department of Public Health (DPH),
AIDS Office

Item: Resolution authorizing the Department of Public Health to
apply for a continuation State grant under the 1991-92
Master Grant Agreement

Grant Amount: \$617,471

Source of Grant: California Department of Health Services, Office of AIDS

Grant Period: July 1, 1991 through June 30, 1992

Project: AIDS Pilot Care Project

**Project
Description:** The proposed State grant funds would provide for the third
year of funding for the AIDS Pilot Care Project component of
a Master Grant Agreement between the State Office of AIDS
and DPH. The Master Grant Agreement was established by
the State Office of AIDS in February, 1989 to consolidate the
City's various AIDS-related programs.

The AIDS Pilot Care Project would continue to provide case-
management and coordination of home and community-
based care by public health nurses for persons with AIDS or
ARC. These project services are provided to persons with
AIDS or ARC whose care can be managed at home under
their physician directed medical care plan. The DPH would
continue to be responsible for providing direct client services
and for monitoring and administering the AIDS Pilot Care
Project. In addition, the DPH would contract with Pacific
Presbyterian Medical Center's Visiting Nurses and Hospice
of San Francisco to provide direct client services.

**No. of Persons
to be Served:** 100 Unduplicated clients per month

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Project Budget:	<u>Personnel</u>	
	Salaries (8.0 FTE)	\$352,115
	Fringe Benefits	123,716
	<u>Operating Expenses</u>	
	Travel	6,000
	Materials and Supplies	1,744
	Medical Supplies	995
	Medical equipment	750
	Communications	1,000
	Client Transportation	4,000
	Postage	710
	<u>Contractual Services</u>	
	Pacific Presbyterian Medical Center, Visiting Nurses and Hospice of San Francisco	104,587
	<u>Indirect Costs</u>	<u>47,583</u>
	Total	\$643,200

Required Match: None

- Comments:
1. Mr. Tim Piland of DPH reports that the Department has been notified by the State that the actual grant amount to be awarded to the City is \$643,200. Therefore, the project budget shown above reflects the increased level of funding and the proposed legislation should be amended to reflect a grant amount of \$643,200 instead of \$617,471.
 2. Mr. Piland advises that the Department would continue to contract with Pacific Presbyterian Medical Center's Visiting Nurses and Hospice of San Francisco on a sole source basis, due to the need for continuity and the uniqueness of the services provided.
 3. The DPH reports that the application for this proposed grant has already been submitted. Therefore, the proposed legislation should be amended to authorize DPH to apply for the proposed grant funds retroactively.
 4. The DPH advises that if grant funding is terminated or reduced in the future, project staff would be terminated or reduced accordingly. As reflected above, the proposed grant funds would provide eight FTE staff to the Department.

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5. The proposed grant of \$643,200 for fiscal year 1991-92 is \$14,809 or approximately two percent more than the grant amount of \$628,391 received in fiscal year 1990-91.

6. Attached is the Health Commission "Summary of Grant Request" as prepared by DPH for the proposed grant.

- Recommendations:**
1. Amend the proposed legislation to (1) authorize the DPH to apply for the proposed grant retroactively and (2) reflect a grant amount of \$643,200 instead of \$617,471.
 2. Approve the proposed legislation as amended.

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Item No. Hea Commission - Summary of Grant Request

Calif Dept of Health Services

Grantor Office of AIDSContact Person Wayne SaucedoAddress P.O. Box 942743-7320Sacramento, CA 92743Amount Requested \$ \$643,200Term: From 7-1-91 To 6-30-92Health Commission 12-18-90Division CO/AIDS DivSection AIDS OfficeContact Person Tim Piland 554-9132Telephone Tim Piland 554-9132Application Deadline 12-21-90Notification Expected 2-1-91Board of Supervisors: Finance Committee Full Board

I. Item Description: Request to (apply for) ~~(accept and expend a grant)~~ (continue) ~~(allocation)~~ (augmentation to a grant in the amount of \$ \$643,200 from the period of 7-1-91 to 6-30-92 to provide AIDS Pilot Care Project services.

II. Summary: (Concise summary; need addressed; number + groups served; services and providers)

These funds will be used to enhance the current activities of the continuing AIDS Pilot Care Project which includes case-management and homebased care coordination by public health nurses for people with AIDS or ARC; these services are directed to people with AIDS or ARC whose care can be managed at home under their physician directed medical care plan.

III. Outcomes/Objectives:

Case-management and/or home-based care coordination for 100 unduplicated clients per month.

IV. Effects of Reduction or Termination of These Funds:

Failure to utilize these funds would significantly impair the ability of the AIDS Office to address the case-management/home-based care coordination needs of eligible people with AIDS and people with ARC.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		628,391	643,200	+ 14,809		
Personnel		329,550	475,831	+146,281		
Equipment		5,000	0	- 5,000		
*Contract Svc.		231,248	104,587	-126,661		
Mat. & Supp.		5,000	1,744	- 3,256		
Facilities/Space		7,182	0	0		
Other		17,456	13,455	- 4,001		
Indirect Costs		32,955	47,583	+ 14,628		

VI. Data Processing

(Costs included above)

5,000

0

VII. Personnel

FT CSC

6.5

8.0

P/T CSC

Contractual

TBD

TBD

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

n/a

Will grant funded employees be retained after this grant terminates? If so, How?

No

*VIII. Contractual Services: Open Bid RFP'd in Sole Source (If sole source, attach Request for Exemption Form)
FY 89-90

Memo to Finance Committee
January 2, 1991

Item 14 - File 146-90-105

Department: Department of Public Health (DPH),
AIDS Office

Item: Resolution authorizing the Department of Public Health, to
apply for a continuation Federal grant

Grant Amount: \$1,685,616

Source of Funds: U. S. Department of Health and Human Services

Term of Grant: January 1, 1991 to December 31, 1991

Project: AIDS Surveillance Project

Project Description: The proposed grant funds would be used by DPH to
continue to provide HIV-seroprevalence (number of
persons found to have a positive HIV test) surveys,
knowledge/attitudes/behavior/beliefs (KABB) surveys, an
enhanced partner notification program and routine AIDS
case surveillance activities such as identification of
incidence trends and risk groups. DPH would continue to
be responsible for administering this project and for
providing direct services. Additionally, DPH would
contract with the University of California, San Francisco
(UCSF) and Haight Ashbury Free Medical Clinic for the
provision of direct services.

**No. of Persons:
to be Served:** To serve all residents of San Francisco.

Grant Budget:

Personnel (24.75 FTE)	\$ 812,001
Fringe Benefits	300,329
Materials and Supplies	100,324
Rent	30,189
Contractual	210,008
Other	52,005
Indirect Costs	<u>180,760</u>
Total	\$1,685,616

Required Match: None

Comments:

1. As of the writing of this report, the DPH was unable to provide budget details for the \$210,008 for contractual services or the \$52,005 listed in the category of "other" in the project budget. Mr. Tim Piland of the DPH reports that the budget details for the contractual services and the other services will be made available when DPH submits its request to the Board of Supervisors to accept and expend these grant funds. Mr. Piland advises that DPH will contract with UCSF and Haight Ashbury Free Medical Clinic on a sole source basis based on the need for continuity in services and the uniqueness of the services provided.

2. The DPH reports that the application for this proposed grant has already been submitted. Therefore, the proposed legislation should be amended to authorize DPH to apply for the proposed grant funds retroactively.

3. The DPH advises that if grant funding is terminated or reduced in the future, project staff would be terminated or reduced accordingly. As reflected above, the proposed grant funds would provide 24.75 FTE staff to the Department.

4. The proposed grant of \$1,685,616 for calendar year 1991 is \$25,258 or 1.5 percent more than the grant amount of \$1,660,358 received in calendar year 1990.

Recommendation:

Amend the proposed legislation to authorize the DPH to apply for the proposed grant retroactively and approve the proposed legislation as amended.

Item No. Hea Commission - Summary of Grant Request

Rev. 4/10/90

Dept of Health and Human Services

Grantor Centers for Disease ControlContact Person Lin Dixon/Jeff EfirdAddress 255 E. Paces Ferry Rd, NE, #300Atlanta, GA 30305Division CO/AIDS DivSection AIDS OfficeContact Person Tim PilandTelephone 554-9132Amount Requested \$ 1,685,616Application Deadline 9-14-90Term: From 1-1-91 To 12-31-91Notification Expected 12-1-90Health Commission 12-18-90Board of Supervisors: Finance Committee Full Board

I. Item Description: Request to (apply for) (~~accept and expand~~) a (~~new~~) (continuation) (~~abandon~~) (~~augment~~) (~~renew~~) grant in the amount of \$1,685,616 from the period of 1-1-91 to 12-31-91 to provide AIDS Surveillance and Seroprevalence Project services.

II. Summary: (Concise history; need addressed; number & groups served; services and providers)

This continuation grant will fund the Surveillance component of the current Project 293 (AIDS Prevention and Surveillance) for the forthcoming calendar year 1991; this includes all AIDS/HIV surveillance and seroprevalence activities conducted by the Department of Public Health. [The Prevention component will be funded under a separate cooperative agreement with the Centers for Disease Control.]

III. Outcomes/Objectives:

The objective of AIDS surveillance and seroprevalence activities is to provide meaningful epidemiologic data about the nature of the epidemic in order to identify and address disease trends and issues.

IV. Effects of Reduction or Termination of These Funds:

Failure to accept these continuing grant funds would significantly impair our ability to measure and track the AIDS epidemic in San Francisco; failure to accept these funds would also jeopardize future grant funding.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Org.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		<u>1,660,358</u>	<u>1,685,616</u>	<u>+ 25,258</u>	<u>None</u>	
Personnel		<u>1,110,484</u>	<u>1,112,330</u>	<u>+ 1,846</u>		
Equipment		<u>13,200</u>	<u>0</u>	<u>- 13,200</u>		
Contract Svc.		<u>139,648</u>	<u>210,008</u>	<u>+ 70,360</u>		
Mat. & Supp.		<u>113,838</u>	<u>100,324</u>	<u>- 13,514</u>		
Facilities/Space		<u>46,308</u>	<u>30,189</u>	<u>- 16,119</u>		
Other		<u>59,208</u>	<u>52,005</u>	<u>- 7,203</u>		
Indirect Costs		<u>177,672</u>	<u>180,760</u>	<u>+ 3,008</u>		

VI. Data Processing

(costs included above)

6,6000

VII. Personnel

F/T CSC

24.024.75

P/T CSC

Contractual

5.06.75

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No.

***VIII. Contractual Services:** Open Bid Sole Source (If sole source, attach Request for Exception Form)

There are no new sole-source

contracts; all are continuations of existing services.

' Memo to Finance Committee
January 2, 1991

Item 15 - File 146-90-106

Department: Department of Public Health (DPH),
Community Public Health Services (CPHS)

Item: Resolution authorizing the Department of Public Health as sub-grantee of the Bayview-Hunters Point Foundation, in collaboration with the University of California of San Francisco (UCSF) as prime grantee, to accept and expend a new Federal grant.

Amount: \$49,135

Source of Grant: Federal Alcohol and Drug Abuse and Mental Health Administration, National Institute on Drug Abuse

Grant Period: January 1, 1991 through August 31, 1991

Project Description: The proposed grant funds would be used by the DPH in collaboration with the Bayview-Hunters Point Foundation, to provide continued research and program development aimed at intravenous drug users who are not in treatment and their female sexual partners. Specifically, the grant funds would be used to conduct a study to (1) determine the seroprevalence of HIV (number of persons found to have a positive HIV test) in two neighborhoods in Oakland, California; (2) distinguish between multiple sources of information; and (3) through the use of scientific techniques, explore the phenomenon of compliance with regard to needle and sexual hygiene and the initiation into drug practices. A total of 300 intravenous drug users would be recruited, from two sites in Oakland, to participate in the study. Oakland was chosen as the site for this study, because San Francisco uses Oakland as a comparison community in the study and research of AIDS/HIV. The DPH would be responsible for the overall planning, study, design and fiscal management of the project.

Project Budget:

<u>Personnel</u>		
Principal Investigator (.30 FTE)	\$18,341	
Secretary (.50 FTE)	11,732	
Fringe Benefits	<u>8,002</u>	
Subtotal		\$38,075

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
January 2, 1991

<u>Operating Expenses</u>	
Office Supplies	\$ 320
Travel	4,820
Rent	1,980
Telecommunications	440
Photocopying	100
Postage/Courier	400
Printing	200
Dues/Fees/Subscriptions/Slides	1,500
Computer Maintenance	500
Training	<u>300</u>
Subtotal	10,560
<u>Equipment</u>	
	<u>500</u>
Total	\$49,135

Required Match: None

Indirect Costs: None - DPH reports that the Department's original budget request was for approximately \$100,000. However, the Federal grantor reduced the budget by approximately 51 percent. As such, the DPH did not include indirect costs in the project budget.

Comments:

1. The DPH reports that the Department, as a sub-grantee, did not have to apply for these Federal grant funds. The application for these grant funds was submitted to the Federal grantor by UCSF.
2. Dr. Patricia Evans reports that the Principal Investigator has already been hired and as a result, expenditures will be incurred against these grant funds prior to this request being submitted to the Board of Supervisors for approval. Therefore, the proposed resolution should be amended to authorize DPH to accept and expend these Federal grant funds retroactively.
3. According to Dr. Evans, prior to the expiration of these grant funds, the Department will request funding through the State Department of Alcohol and Drug Abuse State Block grant funds, in order to help ensure the retention of the grant funded positions connected with this project.

BOARD OF SUPERVISORS
BUDGET ANALYST

4. Dr. Evans advises that DPH will provide project services under a Memorandum of Understanding between DPH and Bayview-Hunters Point Foundation. This agreement, which only requires Departmental approval, was entered into on December 5, 1990.

5. As noted above, based on a reduction in the project funds, the DPH made a departmental decision not to include indirect costs in this project budget. As such, no funds would accrue to the General Fund for indirect costs associated with this grant project. The Budget Analyst believes that the decision as to whether or not indirect costs should be required in the project budget is a policy matter for the Board of Supervisors.

6. Attached is the Health Commission "Summary of Grant Request", as prepared by DPH for the proposed grant funds.

Recommendation: Approve the new Federal grant funds. However the exclusion of indirect costs in the project budget is a policy decision for the Board of Supervisors.

If the Board approves the proposed resolution, amend the proposed resolution to authorize the DPH to accept and expend these Federal grant funds retroactively.

Item No. _____ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor National Institute on Drug Abuse Division Community Public Health
 Contact Person Patricia Simmons Section CPHS
 Address 5600 Fishers Lane, Room 8A54 Contact Person Patricia E. Evans, M.D.
Rockville, Maryland 20857 Telephone 554-2691
 Amount Requested \$ 49,135 Application Deadline _____
 Term: From 1/1/91 To 8/31/91 Notification Expected _____
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 grant in the amount of \$49,135 from the period of 1/1/91 to 8/31/91
 to provide research and program development for intravenous drug users.
 (Check appropriate words)

II. Summary: (Concise summary of the project) (number a group and series and number)
 The DPH would conduct a study to: (a) determine the seroprevalence of HIV
 in two neighborhoods in Oakland, California; (b) distinguish between
 multiple sources of information; and, (c) using ethnographic techniques,
 explore the phenomenon of compliance with needle and sexual hygiene and
 initiation into drug using practices. Intravenous drug users (IVDUs) will
 (continue on reverse)

III. Outcomes/Objectives:

IV. Effects of Reduction or Termination of These Funds:

Before research is concluded, program development will occur that is based on the
 research findings, which will permit easier access to outside funding sources to continue
 programs.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Rec. Match	Approved by
Grant Amount			\$ 49,135			
Personnel			38,075			
Equipment			500			
Contract Svc.			N/A			
Mat. & Supp.			320			
Facilities/Space			1,980			
Other			8,260			
Indirect Costs			-0-			

VI. Data Progressing

(See attached sheets)

N/A

VII. Personnel

F/T CSC				
P/T CSC			0.80	
Contractual			N/A	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant-funded employees be retained after this grant terminates? If so, How?

Yes, Before completion, the State Department of Alcohol and Drug Abuse State Block grant will be approached to cover staff associated with the project.

VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach invoice for Exception Form)

SUMMARY (continued from reverse)

be recruited in two sites in Oakland, 150 from each site. Standard instruments (AIA/AFA) will be used to assess medical history, drug use profiles, sexual history, needle-sharing and hygiene, knowledge, and attitudes and beliefs regarding AIDS. Blood samples will be obtained and analyzed for HIV antibodies.

Item 16 - File 148-90-6

Department: Department of Public Works

Item: Authorizing the Director of Public Works to apply for, accept, and expend Federal funds for final engineering design of the Embarcadero Roadway project.

Amount: \$3,596,090

Source of Funds: Federal Highway Administration

Description: In 1985, the Board of Supervisors approved a resolution (965-85) adopting the policy of developing and implementing the I-280 Transfer Concept Program. This prior resolution requested that the appropriate City departments apply for and accept State and Federal funds to begin engineering studies on the I-280 Transfer Concept Program.

Pursuant to that resolution, the Department of Public Works obtained Federal Highway Administration (FHWA) grant funds to perform preliminary engineering on the Embarcadero, from 2nd Street to Bay Street. DPW has conducted further preliminary engineering studies on the Embarcadero, from North Point Street to King Street, and from King Street to 6th Street.

DPW now requests authorization to apply for, accept, and expend grant funds, through the FHWA, which would be used to complete final engineering design on the entire Embarcadero Roadway project. According to Mr. Joe Cheung of DPW, final engineering includes field surveys, roadway design, hazardous materials investigation, purchasing of right-of-way, and tenant relocation. It is currently proposed that DPW would provide these services in-house.

DPW has presented the following budget for final engineering and design:

<u>Project</u>	<u>Federal Funds</u>	<u>Local Match</u>	<u>Total</u>
North Embarcadero	\$957,210	\$582,790	\$1,540,000
Mid Embarcadero	977,385	522,615	1,500,000
South Embarcadero	660,225	317,775	978,000
King Street	<u>1,001,270</u>	<u>598,730</u>	<u>1,600,000</u>
Total	\$3,596,090	\$2,021,910	\$5,618,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. Mr. Cheung advises that the deadline for applying for the grant funds is January 15, 1991, and the Department is working closely with the State Department of Transportation to obtain the needed funding.
2. Mr. Cheung further advises that local matching funds would come from the locally authorized half cent sales tax allocated for County transit and roads. Ms. Carmen Clark, the Director of Plans and Programs for the San Francisco County Transportation Authority reports that in 1990-91, San Francisco will receive a total of approximately \$40 million in half cent sales tax funds. Ms. Clark indicates that the proposed Embarcadero Roadway project is one of the County Transportation Authority projects designated to receive these funds. However, Ms. Clark advises that due to a projected shortfall in total revenue, each of the designated projects may not receive the total amount of initially requested funds. Ms. Clark reports that the proposed Embarcadero Roadway Project is likely to receive approximately \$1.9 million, rather than the previously identified approximately \$2.0 million.
3. Mr. Cheung responds that other funds would be available to make up the shortfall of approximately \$100,000 in local match funds from the half cent sales tax funds. As of the writing of this report, Mr. Cheung was not able to identify the specific source of these other funds.
4. Mr. Cheung also reports that the proposed engineering design roadway project is a separate project from the proposed Embarcadero Freeway Project, although there are overlapping areas and issues involved. The environmental documents that were prepared for the proposed Embarcadero Roadway Project assumed that the Embarcadero Freeway remained open. If the proposed grant is approved, DPW reports that the final engineering and design work would begin with the North Embarcadero and the South Embarcadero areas, which would remain the same regardless of whether the Embarcadero Freeway remains standing or is torn down. Mr. Cheung also reports that the King Street portion of the proposed roadway project could proceed regardless of the final disposition of the Embarcadero Freeway and that only the Mid Embarcadero portion of the proposed roadway project would be directly affected by the Freeway.
5. DPW has submitted the attached Summary of the Grant Request.

BOARD OF SUPERVISORS
BUDGET ANALYST

6. Given some uncertainty regarding local matching funds available for the proposed grant and the relation of the proposed Embarcadero Roadway Project with the pending Embarcadero Freeway Project, the Budget Analyst recommends that the Board of Supervisors delete the accept and expend clauses from the proposed resolution and only approve the request to apply for the proposed grant funds. This will enable the Board of Supervisors to review the status of these other issues prior to the expenditure of the funds.

Recommendation: Delete the accept and expend clauses and approve the request to only apply for the proposed grant funds. Approve the proposed resolution as amended.

Item No. _____

Summary of Grant Request

Grantor Federal Highway Administrator
 Contact Person Jake Louie (Caltrans)
 Address P.O. Box 7791
San Francisco, CA 94120

Division DPW, BOE; Project Mgmt.
 Section _____
 Contact Person Joe Cheung
 Telephone 415 554-8200
 Application Deadline None
 Notification Expected N/A
 Board of Supervisors: Finance Committee _____
 Full Board _____

Amount Requested \$ 3,596,090
 Term: From None To _____
 Health Commission _____

I. Item Description:

(Circle appropriate words)

Request to apply for (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 3,596,090 from the period of N/A to N/A to provide final engineering design services.

II. Summary:

(Concise summary; brief statement; summarize a group's current services and priorities)

In 1981, FHWA approved San Francisco's request to withdraw the unconstructed segment of I-280 from the interstate system in the vicinity of the Embarcadero. FHWA authorized the use of highway funds for alternative transportation projects in the same corridor. The Embarcadero Roadway project is one of those projects. Board Resolution No. 161-87 authorized the use of federal funds for preliminary engineering. This proposed resolution will authorize DPW to use federal funds for final engineering design.

III. Outcomes/Objectives:

Approval of this resolution will enable DPW to design the surface roadway on the Embarcadero from North Point to King Street, and on King Street from the Embarcadero to 5th Street.

IV. Effects of Reduction or Termination of These Funds:

The grant (plus local match) is the only funding source available for engineering design work. Without it, design work for the Embarcadero Roadway project will not be funded and the project cannot be built.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$3,596,090.		\$2,021,910.	
Personnel			3,426,090.		1,991,910.	
Equipment						
Contract Svc.			170,000.		30,000.	
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs			0			

VI. Data Processing

(Leave blank)

VII. Personnel

F/T CSC					
P/T CSC			3,426,090.		1,991,910.
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?
Yes. Personnel will be reassigned to other capital projects funded by other sources.

*VIII. Contractual Services: Open Bid X Sole Source _____ (If sole source, attach Request for Proposals Form)

Item 17 - File 244-90-3

Department: Juvenile Probation

Item: Resolution approving a contract between the City and the California Youth Authority (CYA) to enable the City to receive and expend County Correction Facility Capital Expenditure Bond (Proposition 52) grant funding for capital improvement and repair projects at the Log Cabin Ranch and school.

Amount: \$497,000

Description: The Board of Supervisors previously approved a resolution (File 141-87-1) in August, 1987 authorizing the Juvenile Court to apply for, accept and expend funds from the State Department of the Youth Authority to perform deferred maintenance and to correct health and safety deficiencies at Log Cabin Ranch. The proposed resolution would approve a contract with CYA to allow the City to receive and expend the State Proposition 52 grant funding for capital improvement and repair projects at the Log Cabin Ranch and school. The projects and the Bureau of Architecture's preliminary cost estimates are as follows:

Construction

Emergency Power Generator -
Installation of an emergency power
supply system for entire Log Cabin Ranch
facility. \$170,000

Plumbing:

Installation of new water distribution
piping. \$ 14,492

Fire sprinkler system in dormitory
with controls tied into fire alarm
system. New water storage tank. 104,032

Renew deteriorated sections of sewer
pipes in dormitory. 66,000

Total - Plumbing 184,524

Fire Retardant Walls - Installation of 4-hour fire retardant wall between auto shop and classrooms and installation of 1-hour fire retardant wall with sound insulation between three classrooms. 46,596

Fire Alarm System - Renew smoke detector heads, alarms and notification equipment. Install new control panel in engineer's office and tie new control panel in with fire sprinkler system. 96,580

Total - Construction Costs (subject of Proposition 52 grant) \$497,700

Required Local Match

Contingencies - Ten percent \$50,000

Design Services - Bureau of Architecture 89,355

Construction Administration-Bureau of Architecture 26,545

Total Local Match (25 percent) 165,900

Total Project Cost \$663,600

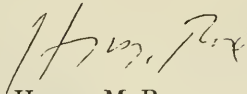
According to Juvenile Probation, the funding for the required local match was included in a 1987-88 Capital Improvements/Facilities Maintenance budget for Log Cabin Ranch. The construction contract will be competitively bid with construction expected to begin by July, 1991.

Comment:

The proposed resolution should be amended to show the correct amount of the Proposition 52 grant of \$497,700 or \$700 more than the current amount of \$497,000.

Memo to Finance Committee
January 2, 1991

Recommendation: Amend the proposed resolution to show the correct grant amount of \$497,700 and approve the proposed resolution as amended.



Harvey M. Rose

cc: Supervisor Walker
Supervisor Maher
Supervisor Hongisto
President Britt
Supervisor Alioto
Supervisor Gonzalez
Supervisor Hallinan
Supervisor Hsieh
Supervisor Kennedy
Supervisor Nelder
Supervisor Ward
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

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191

CALENDAR - ACTIONS TAKEN
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DOCUMENTS DEPT.
JAN 10 1991
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WEDNESDAY, JANUARY 9, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS MAHER AND HALLINAN

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. File 101-90-38. [Government Funding] Ordinance appropriating \$6,376, Board of Supervisors, for other fixed charges (Association of Bay Area Governments Memorandum of Understanding). RO #90145. (Controller)

ACTION: Meeting cancelled at request of acting chair.

2. File 101-90-39. [Government Funding] Ordinance appropriating \$55,000,000 San Francisco Unified School District, for various capital improvement projects. RO #90146. (Controller)

ACTION: Meeting cancelled at request of acting chair.

3. File 94-90-11. [Federal Energy Grant] Resolution authorizing the Public Utilities Commission/Bureau of Energy Conservation to apply for, accept and expend funds from the U.S. Department of Energy and the Urban Consortium for energy management activities in the commercial and residential sector. (Public Utilities Commission)

ACTION: Meeting cancelled at request of acting chair.

CALENDAR - [ACTIONS TAKEN]

MEETING OF

FINANCE COMMITTEE

BOARD OF SUPERVISORS

CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JANUARY 16, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:

DOCUMENTS DEPT.

JAN 18 1991
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- a) File 28-90-22. [Emergency Repair] Resolution approving emergency expenditure for repair to water feeder mains and resulting damage to El Camino Real/State Highway 82 in the City of Menlo Park. (Public Utilities Commission)
- b) File 38-90-18. [Acceptance of Gift] Resolution accepting gift of one (1) 1990 Chevrolet Durango Pick Up Truck valued at \$13,500 from Stanley Tools, for use by the Recreation and Park Department. (Recreation and Park Department)
- c) File 64-90-49. [Lease of Real Property] Resolution authorizing lease of real property at 1155 Market Street for the Controller's Information Services Division. (Real Estate Dept.)

ACTION: Items 1a and 1c severed. Remainder of consent calendar recommended.

Item 1a, File 28-90-22. Hearing held. Amended to reduce emergency expenditure by \$350,000, from \$500,000 to \$150,000 (see page 1, line 19). Recommended as amended.

Item 1c, File 64-90-49. Hearing held. Amendment of the Whole bearing same title (as received from Real Estate Department) adopted. Recommended as amended.

REGULAR CALENDAR

2. File 100-90-1.8. Requesting release of reserved funds, Public Utilities Commission - Water Department, in the amount of \$75,000, to fund the "Development of an Expert System to Assist in Operations of the San Francisco Water Supply Network". (Public Utilities Commission)

(Continued from 1/2/91.)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

3. File 101-90-38. [Government Funding] Ordinance appropriating \$6,376.00 Board of Supervisors, for other fixed charges (Association of Bay Area Governments Memorandum of Understanding). RO #90145. (Controller)

ACTION: Hearing held. Recommended.

4. File 101-90-39. [Government Funding] Ordinance appropriating \$55,000,000 San Francisco Unified School District, for various capital improvement projects. RO #90146. (Controller)

ACTION: Hearing held. Recommended.

5. File 94-90-11. [Federal Energy Grant] Resolution authorizing the Public Utilities Commission/Bureau of Energy Conservation to apply for, accept and expend funds from the U.S. Department of Energy and the Urban Consortium for energy management activities in the commercial and residential sector. (Public Utilities Commission)

ACTION: Hearing held. Amended to provide for ratification of action previously taken (see new title and page 2, lines 15 and 16). New Title: "[Federal Energy Grant] Resolution authorizing the Public Utilities Commission/Bureau of Energy Conservation to apply for, accept and expend funds from the U.S. Department of Energy and the Urban Consortium for energy management activities in the commercial and residential sector; providing for ratification of action previously taken." Recommended as amended.

6. File 65-90-12. [Lombard Street Garage - Award of Lease] Resolution approving award of a lease for the operation of the Lombard Parking Garage to Allright Parking/San Francisco. (Department of Parking and Traffic)

ACTION: Hearing held. Consideration continued to 1/23/91.

0.25
CITY AND COUNTY



OF SAN FRANCISCO

0/91
= **BOARD OF SUPERVISORS**

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

January 16, 1991

TO: Finance Committee

DOCUMENTS DEPT.

FROM: Budget Analyst - RECOMMENDATION

JAN 17 1991

SUBJECT: January 16, 1991 Finance Committee Meeting

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Item 1a - File 28-90-22

Department: Public Utilities Commission (PUC)
Water Department

Item: Resolution approving an emergency expenditure for repair to a water feeder main and the resulting damage to the pavement on El Camino Real/State Highway 82.

Amount: \$500,000

Source of Funds: Water Feeder Main Replacement Fund

Description: The PUC reports that a 36-inch water feeder main broke on El Camino Real/State Highway 82 south of Harvard Ave., in the City of Menlo Park, causing extensive damage to the pavement, eroding the base and sub-base material and undermining a major portion of the northbound lane of El Camino Real/State Highway 82. The water feeder main is the primary source of water supply for the Cities of Menlo Park, Atherton, and portions of Palo Alto. According to the PUC, the damage incurred posed a hazard to the safety and welfare of the public. On November 29, 1990, the PUC formally declared that an emergency condition existed due to the broken water feeder main.

In accordance with Section 6.30 of the Administrative Code, the Water Department began emergency repair work on the damaged water feeder main and resulting damage to the pavement on November 26, 1990. The Department anticipates that the repair work will be completed by February of 1991. The Water Department reports that the Department now estimates that the repair of the water feeder main and the damaged pavement will be \$150,000, or \$350,000 less than the previously estimated cost of \$500,000. The estimated cost of repairs is summarized as follows:

Labor

Water Department - In-house Civil Service Staff \$25,000

Engineering Services

PUC - In-house Civil Service Staff 10,390

Construction Contract

114,610

Total

\$150,000

Comment:

In accordance with Section 6.30 of the Administrative Code, the Water Department, on an expedited basis, awarded the contract for emergency repair of the water feeder main and resulting damage to the pavement, to Shimmick Construction Company Inc. Shimmick Construction Company is neither a MBE or WBE firm. However, Mr. Robert Webster of the Water Department reports that minority subcontractor participation on the contract will constitute an estimated 25.6 percent for the paving and welding work representing \$29,340 of the total contract amount of \$114,610.

Recommendation:

Amend the proposed resolution, decreasing the cost amount on line 19 by \$350,000 from \$500,000 to \$150,000, and approve the proposed resolution as amended.

Item 1b - File 38-90-18

Department: Recreation and Park Department

Item: Resolution authorizing the acceptance of a gift for use by the Recreation and Park Department

Description: The proposed resolution would authorize the acceptance of a 1990 Chevrolet Durango Pick Up Truck valued at \$13,500 from Stanley Tools for use by the Hamilton Recreation Teen Center.

Stanley Tools had a contest in which the winner received a truck valued at \$13,500 plus a truck of the same value to be donated to a charity or non-profit organization of his/her choice. The Hamilton Recreation Teen Center was the chosen recipient.

The Hamilton Recreation Teen Center is the headquarters for all of the Recreation and Park Department's teen centers and City-sponsored teen activities. The truck would be used to transport Recreation and Park Department employees from the Hamilton Recreation Teen Center to these other teen facilities in the City as well as to deliver the monthly Teenage Newspaper to various locations where teenagers frequent, such as high schools and record stores.

Comment: Mr. Ernie Prindle of the Recreation and Park Department reports that the vehicle's maintenance and operation costs would be absorbed within the Department's existing maintenance budget.

Recommendation: Approve the proposed resolution.

Item 1c - File 64-90-49

Department: Real Estate Department
Controller's Office, Information Services Division (ISD)

Item: Resolution to authorize a new lease

Location: 1155 Market Street, portion of sixth floor

Purpose of Lease: Office space for ISD's Technical Education Center, Problem Management Help Desk and Administration

Lessor: Skyline Investments, Skyline REIT, Skyline Property Holdings, LSF and the Lembi Family Revocable Trust

No. of Sq. Ft. and Cost/Month: 5,331 sq.ft. @ \$1.50/sq.ft. = \$7,996/month

Annual Cost: \$95,952 (\$39,980 for 1990-91 from 2/1/91 to 6/30/91)

Utilities and Janitor Provided by Lessor: Yes, except electricity

Term of Lease: February 1, 1991 or as soon as alterations are complete through November 30, 1994

Source of Funds: 1990-91 Budget (Rent budget savings from terminating the 1212 Market Street rental as of February 1, 1991, \$8,665, and Salary Savings from elimination of two positions, \$31,315, see Comment 6, below)

Comments:

1. The proposed lease would provide space for consolidation of ISD's Administration, Technical Education Center and Problem Management Help Desk at 1155 Market Street, adjacent to space presently occupied by other ISD units of the Controller's Office. ISD currently occupies 14,066 square feet of space at 1155 Market Street.
2. ISD Administration currently occupies approximately 4,500 square feet of space in Room 2A in the basement of City Hall. The Problem Management Help Desk is located in Room 65 in the basement of City Hall which contains approximately 400 square feet. Mr. Steve Legnitto of the Real Estate Department reports that all City departments occupying space in the basement of City Hall must be moved out in order to make structural repairs to City Hall as a result of earthquake damage.

3. The ISD Technical Education Center was previously located at 170 Fell Street, renting 2,000 square feet of space from the San Francisco Unified School District. The earthquake of October 17, 1989 damaged the building at 170 Fell Street forcing the ISD Technical Education Center to relocate to 1212 Market Street, where only 1,575 square feet was available.

4. A summary of the proposed consolidation is as follows:

<u>ISD Unit</u>	<u>Location</u>	<u>Number of Employees</u>	<u>Square Footage</u>	<u>Space Per Employee</u>	<u>Monthly Rent</u>
<u>Current Space</u>					
Administration	Rm. 2A City Hall	15	4,500	300	-
Problem Mgmt. Help Desk	Rm. 65 City Hall	3	400	133	-
Technical Educ. Center	1212 Market Street	3	2,000 *	667	\$1,733
Total		21	6,900	329	\$1,733
<u>Proposed Space</u>					
Consolidation	1155 Market Street	21	5,331	254	\$7,996

*Originally required 2,000 sq.ft. at 170 Fell Street but had to make do with less space (1,575 square feet) at 1212 Market Street.

5. According to Mr. Legnitto, in order to consolidate the three ISD units currently requiring approximately 6,900 square feet of space into 5,331 square feet at 1155 Market Street, extensive leasehold improvements are required to make the smaller space more efficient. The Real Estate Department has completed negotiations of the City's and the lessor's shares of the estimated \$153,000 in leasehold improvements. Mr. Legnitto reports that an Amendment of the Whole is being submitted specifying that the City's share of the leasehold improvements cost is \$21,120 which will be paid from available monies from the ISD's 1990-91 budget for rent.

6. In November, 1989, ISD consolidated some of their activities when units located at 110 McAllister Street and at 1212 Market Street were moved to 1155 Market Street. That move resulted in an increase of square footage but a total decrease in monthly rent. The proposed new lease would further consolidate ISD activities at 1155 Market Street resulting in a decrease in support staff positions necessary. The Controller's Office indicates that two Clerk Typist positions will be kept vacant resulting in savings of \$31,315 in 1990-91 and eliminated from the Controller's ISD budget for 1991-92 (annual savings of \$67,548).

7. The Amendment of the Whole also moves the beginning date of the lease to March 1, 1991, or as soon as alterations are completed. Delaying the proposed new lease by one month reduces the savings from terminating the 1212 Market Street rental by \$1,733 from \$8,665 to \$6,932. The rental costs of \$31,984 for the new lease (four months at \$7,996 per month) for the balance of Fiscal Year 1990-91, less the rental savings of \$6,932 from the 1212 Market Street facility, or a net cost of \$25,052, would be financed by the Salary Savings of \$31,315 identified above.

Recommendation: Approve the proposed Amendment of the Whole.

Memo to Finance Committee
January 16, 1991

Item 2 - File 100-90-1.8

Note: This item was continued at the January 2, 1991, Finance Committee Meeting.

Department: Water Department

Proposed Action: Release of reserved funds, previously appropriated for development of an expert system to assist in operations of the San Francisco Water Supply Network. The funds were appropriated in the Water Department's 1990-91 budget.

Amount: \$75,000

Source of Funds: Water Department operating funds

Description: The Board of Supervisors approved \$75,000 in the Water Department's FY 1990-91 budget to fund a study to develop a system to assist in operations of the San Francisco Water Supply Network. The \$75,000 was reserved pending submission of detailed contractual data.

According to the Water Department, a significant amount of operational knowledge is lost through the retirement of key personnel. The purpose of the proposed study is to develop a computer-based "expert system" to document and retain knowledge so that it is immediately available to assist in making decisions concerning the operation of the City's Water Supply Network. The study is to be conducted by Stanford University under an outside contract. The two principal objectives of the "expert system" project are as follows:

- a. Develop a prototype expert system that can assist in meeting operational goals while allowing for individual differences in style among operators. The system would have utility in both day-to-day operations and in training novice operators.
- b. Provide a level of user participation in the expert system development process that will allow selected individuals of the San Francisco Water Department staff to continue to utilize and modify the expert system after the proposed project is completed.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. Listed below are the major steps leading to completion of the study as provided to the Budget Analyst by staff of the Public Utilities Commission (PUC). Steps one through six and part of step seven have already been completed by Stanford University at its own cost. Attachment 1 is a proposed project schedule.

Major Project Steps

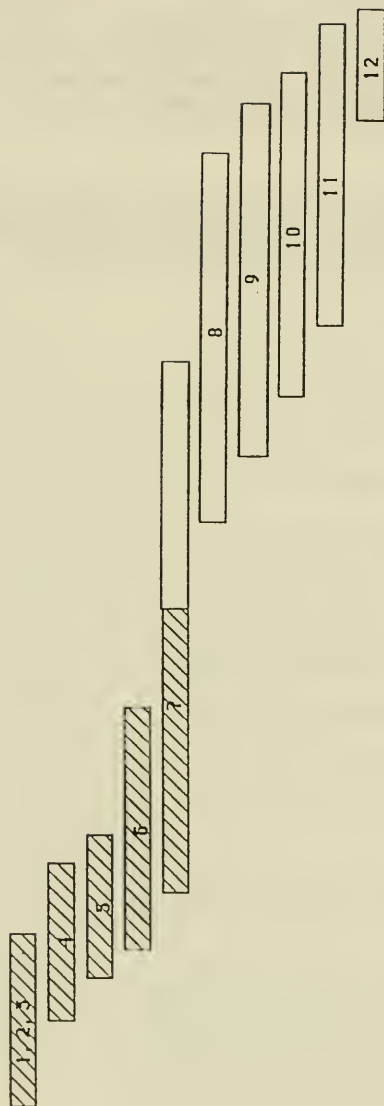
1. Familiarization with problem domain
 2. Analysis of the problem domain
 3. Disaggregation of the problem into modules
 4. Software acquisition and training
 5. Design of knowledge acquisition exercise
 6. Rapid prototype for the first module
 7. Rapid prototyping for additional problem modules
 8. System validation exercises
 9. Improvements in user interface, explanation facilities, and links to other programs
 10. Further training for selected system users
 11. Recommendations for continued system development
 12. Project outputs and dissemination of results
2. The PUC has provided a proposed project budget which is shown in Attachment 2.
3. As shown in the attached proposed budget (Attachment 2) for the requested project, Stanford University's overhead cost rate is 74 percent of direct costs, or \$29,770 (74 percent of \$40,230). Mr. Jacobo of the PUC reports that the Federal government is currently auditing Stanford University's overhead cost rate as applied to Federal contracts, and that any change in the indirect cost rate resulting from that audit would be applied to the proposed contract.

BOARD OF SUPERVISORS
BUDGET ANALYST

4. As previously noted, the Water Department intends to contract with Stanford University on a sole-source basis for the proposed study. As of the writing of this report, the Department had not obtained the approval of the Human Rights Commission to obtain the contractual services on a sole-source basis.

Recommendation: Pending approval by the Human Rights Commission to contract with Stanford University on a sole-source basis, continue this request to the Call of the Chair.

Estimated Schedule for Project Implementation*



0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32
Time (in months) from start of project

Time (in months) from start of contract 0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

* Numbers correspond to tasks in Research Approach and Implementation
Shaded regions indicate tasks completed at Stanford's own cost

PROPOSED BUDGET

CE 14-90(N)

Estimated budget for a period of 16 months beginning 12/1/1990

Professor Leonard Ortolano, Principal Investigator	
5% academic year	\$ 4,953
5% summer	1,225
Anne Steinemann, Student Research Assistant	
50% time	21,088
Total direct salaries	\$27,266
Fringe Benefits	\$ 7,841
(28.5% of direct salaries to 8/31/91, 29.1% thereafter)	
Miscellaneous	3,995
Engineering support (2.55% of direct costs)	1,128
Modified Total Direct Cost	\$40,230
Indirect costs (i.e., University overhead, 74%)	29,770
Computer Equipment (for SFWD use)	5,000
Total amount requested	\$75,000

Item 3 - File 101-90-38

Department: Board of Supervisors
Item: Supplemental Appropriation
Amount: \$6,376
Source of Funds: General Fund Reserve

Description: The Board of Supervisors previously approved legislation authorizing the City to enter into a Memorandum of Understanding (MOU) with the Association of Bay Area Governments (ABAG) and ABAG member counties, to create an Advisory Hazardous Waste Management Facility Allocation Committee (File 93-90-24). The purpose of the Committee is to enable the Bay Area counties to work together to identify general areas for the location of hazardous waste management facilities within the region. Additionally, the Committee will identify and develop an allocation formula for siting opportunities and develop policies on fair share responsibilities for regionally sized hazardous waste management facilities.

Under the MOU, each county has two representatives and two alternates appointed to the Committee, one member and one alternate from the governing body for each county and one member and one alternate representing all of the cities within each county. For San Francisco, the Board of Supervisors is responsible for appointing one member and one alternate to this Committee as the County representatives. The Mayor is responsible for appointing the City representative and City alternate. ABAG will provide staff support for the Committee, which will be supported by annual dues from the member counties. ABAG reports that, for FY 1990-91, the annual dues to be charged to each member county, for the committee's operations, are \$6,376. The proposed supplemental appropriation ordinance would provide the \$6,376 in funds to pay for the City's annual dues, for FY 1990-91.

Memo to Finance Committee
January 16, 1991

Comment: In addition to San Francisco, the following Bay Area Counties are members of the Advisory Hazardous Waste Management Facility Allocation Committee: Alameda County, Contra Costa County, Marin County, Santa Clara County, Solano County, Sonoma County, Napa County and San Mateo County. Ms. Susanne Larson of ABAG, reports that, of the total member counties that have joined the Committee, San Francisco is one of two counties which have not yet paid the annual dues.

Recommendation: Approve the proposed supplemental appropriation ordinance in the amount of \$6,376.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 4 - File 101-90-39

Department: San Francisco Unified School District (SFUSD)

Item: Supplemental Appropriation Ordinance to appropriate bond proceeds.

Amount: \$55,000,000

Source of Funds: Public School Facilities System Improvement Bonds of 1988 (being sold as Series 1991A).

Description: A total of \$90.0 million of Public School Facilities System Improvement Bonds were approved by the electorate in June 1988 and issuance of these bonds was previously authorized by the Board of Supervisors (File 318-87-6). In July, 1988, \$35.0 million of these bonds were sold and the proceeds were previously appropriated by a Supplemental Appropriation Ordinance (File 101-88-45). In December, 1990, the Board of Supervisors authorized the sale of the remaining \$55.0 million (File 170-90-14). The proposed Supplemental Appropriation Ordinance would authorize appropriation of the \$55.0 million in bond proceeds, as follows:

School Facilities Improvements (Capital Improvement Projects)

<u>Item</u>	<u>Amount</u>
Asbestos Abatement at 3 school sites	\$313,000
Electrical Lighting/Upgrade at 44 schools sites	9,285,000
Handicapped Access at 20 school sites	4,740,000
Heating/Ventilation Upgrade at 31 school sites	8,194,000
Library Expansion at 11 school sites	736,000
Exterior Painting at 33 school sites	1,960,000
Roof Replacement at 50 school sites	5,838,000
Science Lab Upgrade at 14 school sites	1,684,000
Site Improvement at 50 school sites	4,001,000
Toilet Rehab/Plumbing Upgrade at 55 school sites	11,893,000
Window Sash Replacement at 47 school sites	<u>4,442,000</u>
Total - School Facilities Improvements	\$53,086,000

Miscellaneous Project Services

	<u>Current Annual Salary</u>	<u>Amount</u>
Personnel Costs (two and one-half years):		
1312 Public Relations Officer	\$37,882	\$101,071
1426 Senior Clerk Typist	26,572	70,894
1446 Secretary II	29,406	78,455
1650 Accountant	30,394	81,093
1807 MIS Technician II	24,986	66,663
1823 Senior Administrative Analyst	49,140	131,107
5208 Civil Engineer	57,746	154,068
5210 Senior Civil Engineer	66,846	178,348
5270 Senior Architect	62,088	165,653
5506 Project Manager III	81,016	216,153
Fringe Benefits		<u>405,495</u>
Subtotal - Personnel Costs		\$1,649,000
Supplies		10,000
City Attorney Services		150,000
Mr. Robert Kenealey will perform approximately 95 hours of service at the rate of \$115 per hour for a cost of \$10,925. Mr. George Wong will perform approximately 1,300 hours of service at an hourly rate of \$107 for a cost of \$139,075.		
Bond Issuing Costs:		
Financial Consultant Costs		61,940
Public Financial Management, Inc., will perform 60 percent of these services and Charles A. Bell Securities Corporation, a Minority Business Enterprise (MBE) will perform 40 percent. Both firms are Local Business Enterprises (LBE).		
Chief Administrative Officer (CAO) Services		8,060
The CAO has allocated a 0.25 FTE position as support for financial coordination of the 1991 A bond series sale. The SFUSD's share of the CAO position cost is approximately 46 percent or \$8,060 (46% x 0.25 x \$70,000 annual salary). The remaining 54 percent will be paid from the proceeds of other bonds being sold in the Series 1991A.		

BOARD OF SUPERVISORS
BUDGET ANALYST

Bond Counsel	\$ 35,000
Two Local Business Enterprises (LBE) will perform these services, a) Brown and Wood and b) Arnelle and Hastie, a Minority Business Enterprise (MBE).	_____

Subtotal - Bond Issuing Costs	\$105,000
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Total Proposed Supplemental Appropriation	\$55,000,000
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The personnel costs represent funding for the last two and one-half years of the five-year school facilities improvement program. The first two and one-half years were funded by the initial sale of \$35.0 million of bonds. The ten positions to be funded for an additional two and one-half years to administer the school facilities improvement program were previously approved by the Board of Supervisors and added to the SFUSD General Services Division when the first \$35.0 million of bond proceeds were appropriated.

Recommendation: Approve the proposed Supplemental Appropriation Ordinance.

Item 5 - File 94-90-11

Department: Public Utilities Commission (PUC)
Bureau of Energy Conservation

Item: Resolution authorizing the PUC's Bureau of Energy Conservation to apply for, accept, and expend a grant from the U. S. Department of Energy and the Urban Consortium Energy Task Force.

Amount of Grant: \$83,000

Source of Grant: U.S. Department of Energy

Grant Period: January 1, 1991 to December 31, 1991

Project: Energy Task Force (ETF) Year XII Neighborhood Energy/Economic Development at South Bayshore and the Year XII Sustainable City Transfer Project.

Description: The Urban Consortium Energy Task Force is one of several task forces of the Urban Consortium for Technology Initiatives, which is composed of the 45 largest cities and urban counties in the United States. The PUC's Bureau of Energy Conservation is the City of San Francisco's representative on the Urban Consortium Energy Task Force. This Task Force is currently designing programs to improve the mix and efficiency of energy use in both local government operations and for the community as a whole.

The City of San Francisco has received over \$850,000 in grant funding from the Task Force for local energy management activities over the last eight years. The Board of Supervisors approved a \$45,000 grant application (File 94-89-6) in December, 1989 under Year XI of the Urban Consortium Energy Task Force. The proposed grant for Year XII would provide funds for two separate projects; the ETF Year XII Neighborhood Energy/Economic Development at South Bayshore and the Year XII Sustainable City Transfer Project. The Bureau of Energy Conservation would work with community groups in the Year XII Neighborhood Energy/Economic Development at South Bayshore project in partnership with Pacific Gas and Electric (PG&E) to develop and promote a package of integrated energy and economic development programs to address the needs of the South Bayshore Community.

BOARD OF SUPERVISORS
BUDGET ANALYST

The objective is to develop program designs to cut energy costs in the South Bayshore Community with the goal of expanding the programs Citywide. According to Ms. Christine Vance of the PUC's Bureau of Energy Conservation, the South Bayshore Community was chosen because the Department of City Planning, with the assistance of the Bureau, has been developing a South Bayshore area plan over the past two years and the area is in need of youth training programs and small business support.

These program designs would be developed within the following three areas: small business energy conservation and technical assistance, energy review of proposed new construction, and training youths to weatherize homes. The first two areas would be implemented this year with the help of PG&E financing, while the youth training program would be implemented in the future through additional anticipated grant funding. According to Ms. Vance, the Bureau's role would be to help a local youth employment agency apply for the grant, and set up the program.

The proposed grant would also fund the Year XII Sustainable City Transfer Project which is the production and distribution to other cities of the report from the Year XI Sustainable City Project. The Year XI project funded programs that emphasized the integration of energy strategies within other City program areas, particularly transportation and economic development.

Grant Budget:

ETF Year XII Neighborhood Energy/Economic Development at South Bayshore Project

Contractual Consultants Services

Environmental Internship Program	
Intern (1.5 FTE)	\$59,500
Travel	4,800
Office Machines	5,000
Operating Expenses	4,200
Department Overhead	<u>1,500</u>
Subtotal	75,000

ETF Year XII Sustainable City

Transfer Project	<u>8,000</u>
Subtotal	8,000

Total Grant Budget	\$83,000
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Required Match:

None

BOARD OF SUPERVISORS
BUDGET ANALYST

Comment:

1. The City would contract with the Environmental Internship Program (EIP), a nonprofit agency, for the positions of Project Manager (1 FTE at \$40,000) and Project Assistant (.5 FTE at \$12,500) for a total cost of \$52,500. EIP locates, screens and places interns for environmentally related projects throughout the country. The remaining \$7,000 budgeted for contractual services (\$59,500-\$52,500) would be spent on hiring one consultant to develop and conduct three training workshops for the small business community.

2. The budgeted travel expenses are for two project team members and the Director of the Bureau of Energy Conservation to attend two Energy Task Force meetings and meetings with the other jurisdictions working on similar projects. The Director of the Bureau of Energy Conservation is required to attend these meetings as a member of the Urban Consortium Energy Task Force and as a prerequisite for receiving grant funding.

3. According to Ms. Vance, the PUC's Bureau of Energy Conservation does not currently have the computer capability to produce its own notices and brochures. The proposed grant would provide funding to allow the Bureau of Energy Conservation to produce the necessary notices and brochures for this project. The budgeted \$5,000 office machine expenditures include: One IBM AT personal computer or equivalent (\$3,000), printer (\$500), software (\$1,250), and security cabinet (\$250). Mr. Paul Owsley of the Electronic Information Processing Steering Committee (EIPSC) reported that EIPSC does not need to approve the planned computer equipment purchase because the purchase would fall under the "rule of twenty" exemption. The "rule of twenty" exemption stipulates that a City agency may purchase twenty or less specific types of personal computers in a year without EIPSC approval.

4. The \$8,000 allocated for the Year XII Sustainable City Transfer Project would be used to finance the production of the report on the Year XI Sustainable City Project for distribution to other cities. The Manager from the Year XI project, who is another EIP intern, would be compensated for an additional 2.4 months to complete this project.

5. Department overhead costs have been budgeted at \$1,500 or two percent of the \$75,000 Year XII Project Grant. The PUC has a set rate of two percent to cover overhead costs for all non-civil service labor grants. Overhead costs are not

included in the \$8,000 Year XII Sustainable City Transfer Project Grant.

6. Ms. Vance reports the Bureau of Energy Conservation has already applied for the proposed grant. Therefore, the proposed resolution should be amended to make the apply for request retroactive.

7. Attached is the PUC's "Summary of Grant Request" as prepared by the Bureau of Energy Conservation for the proposed grant funds. The use of two attached sheets reflects the different budgets for the Year XII Neighborhood Energy/Economic Development at South Bayshore Project and the Year XII Sustainable City Transfer Project.

Recommendation: Amend the proposed resolution to make the apply for request retroactive and approve the resolution as amended.

Item No. _____ - Summary of Grant Request

Rev. 4/10/90

Grantor U.S. Dept. of Energy & Urban Consortium Division Public Utilities Commission
 Contact Person Charles Williams Section Bureau of Energy Conservation
 Address City of Chicago Contact Person John Deakin or Christine Vance
City Hall, Room 1000 Chicago, IL Telephone 864-6915
 Amount Requested \$ 75,000 Application Deadline _____
 Term: From Jan 1, 1991 To Dec 31, 1992 Notification Expected _____
 _____ Board of Supervisors Finance Committee _____
 _____ Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (confirmation) (allocation) (augmentation to a)
 (Check appropriate words) grant in the amount of \$ 75,000 from the period of Jan 1, 1991 Dec 31, 1991
 to provide materials and project management services.

II. Summary: (Concise summary of project goals, objectives, and questions)

To work with community groups in partnership with Pacific Gas & Electric Company to
 develop and promote a package of integrated energy/economic development programs to
 address the needs of the South Bayshore Community.

III. Outcomes/Objectives:

Program designs will be designed and developed within three areas: small business
 energy and technical assistance; weatherization/youth training; and energy review of
 proposed new construction.

IV. Effects of Reduction or Termination of These Funds:

These programs have been called for explicitly by the community in South Bayshore's
 recent Master Plan. These funds will assure follow through on the design, development
 and implementation of these programs.

V. Financial Information:

	Col. A Two Years Ago	Col. B Five Years Ago	Col. C Proposed	Col. D Change	Reg. Match	Approved by
Grant Amount	65,000	45,000	75,000			
Personnel						
Equipment	1,500		5,000			
Contract Svc.	55,200	40,000	59,500 *			
Mat. & Supp.	3,300	2,000	500			
Facilities/Space						
Other	5,000	3,000	8,500			
Indirect Costs			1,500			

VI. Data Processing

(See included sheet)

VII. Personnel

F/T CSC					
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

NA

Will grant funded employees be retained after this grant terminates? If so, How?
 Perhaps, if additional grant funds can be located.

VIII. Contractual Services: Open Bid _____ Sole Source y * (Check source, attach Request for Proposals Form)

\$52,500 from the consultants category will be used to support a Project Manager
 and Assistant through the California Internship Program. -21-

Rev. 4/10/90

Summary of Grant Request

Grantor U.S. Dept. of Energy and Urban Consortium Division Public Utilities Commission
 Contact Person Charles Williams Section Bureau of Energy Conservation
 Address City of Chicago Contact Person John Deakin or Col. Brobmhe
City Hall, Room 1000 Chicago, IL Telephone 864-6915
 Amount Requested \$ 8,000 Application Deadline _____
 Term: From Jan 1, 1991 To Dec 31, 1991 Notification Expected _____
 _____ Board of Supervisors Finance Committee _____
 _____ Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Check appropriate words) grant in the amount of \$ 8,000 from the period of Jan 1, 1991 to Dec 31, 1991
 to provide materials and project management services.

II. Summary: (Concise summary of project, including objectives, scope, and goals)
 This project will transfer the lessons learned from the Sustainable City Project
 to another city. The Sustainable City project is a joint effort by Portland,
 San Jose, and San Francisco.

III. Outcomes/Objectives:

A guidebook for local governments interested in planning for energy sustainability and energy plans for three transfer recipient cities, yet to be identified.

IV. Effects of Reduction or Termination of These Funds

Other cities will not benefit from the previous two years.

V. Financial Information:

	Col. A Two Years Ago	Col. B Fiscal Year/Org.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	See other	Summary	8,000			
Personnel	attached					
Equipment						
Contract Svc.			6,200*			
Mat. & Supp.						
Facilities/Space						
Other			1,800			
Indirect Costs						

VI. Data Processing

(Leave blank above)

VII. Personnel

FT CSC

P/T CSC

Contractual

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

NA

Will grant funded employees be retained after this grant terminates? If so, How?

Other grants

•VIII. Contractual Services: Open Bid _____ Sole Source x (Check one: Open Bid Request for Proposals/Price)

This will be used to support staff through the California Internship Program.

Item 6 - File 65-90-12

Department: Department of Parking and Traffic

Item: Resolution approving the award of a lease for the operation of the Lombard Parking Garage to Allright Parking/San Francisco.

Description: The Lombard Parking Garage, located at 2055 Lombard Street, has 205 stalls and currently services approximately 5,800 vehicles per month. The City currently leases the operation of this parking facility to the Five Star Parking Company. The Five Star Parking Company intends to terminate this lease on January 31, 1991.

On November 5, 1990, the Board of Supervisors approved an ordinance authorizing the Director of Property, on behalf of the Parking Authority, to call for bids for a five-year lease of the Lombard Parking Garage and approving the lease documents and the bid procedures (File 47-90-12). The Director of Property issued an Invitation for Bids on November 11, 1990. The deadline for submission of bids was December 11, 1990. The bid item under the Invitation for Bids was the percentage of gross revenues, with all bidders required to pay a minimum monthly rent of \$5,000.

The Parking Authority reports that, in response to the Invitation for Bids, the Department received requests for bid packages from nine companies. Six of the nine companies, including Allright Parking/San Francisco, submitted a Pre-qualification Questionnaire and financial data and were approved to submit bids on the lease. Of the six companies, only Allright Parking/San Francisco submitted a bid for the lease of the Lombard Parking Garage. Allright Parking/San Francisco offered to pay the City 40.1 percent of gross revenues.

Under the provisions of the proposed five-year lease, Allright Parking/San Francisco would pay, to the City, a monthly rental payment equal to 40.1 percent of gross revenues or \$5,000, whichever amount is greater. On an annual basis this would result in a minimum rental payment of \$60,000 per year to the City. The term of the proposed lease is five years from February 1, 1991 through January 31, 1996. The monthly minimum rental payments to the City would remain the same for the entire five-year term of the proposed lease.

Mr. Kevin Hagerty of the Parking Authority advises that the Department is not, at this time, proposing any change to the

BOARD OF SUPERVISORS
BUDGET ANALYST

current parking rates being charged at the Lombard Parking Garage. Mr. Hagerty adds, however, that a change in the parking rates could potentially be proposed during the term of the proposed five-year lease. Any future proposal to change the parking rates would be subject to approval by the Board of Supervisors. The existing parking rates (tax included) to be charged by the proposed lessee per vehicle parked in said garage are as follows:

Hourly Parking

Day Rates: 9:00 a.m. - (Sunday, 11:00 a.m.)
to 6:00 p.m.

1 hour	\$.75
2 hours	1.50
3 hours	2.50
4 hours	4.00
5 hours	5.00 (maximum)

Night Rates (after 6:00 p.m.):

Sunday and Monday	6:00 p.m. - midnight
Tuesday and Wednesday	6:00 p.m. - 1:00 a.m.
Thursday	6:00 p.m. - 2:00 a.m.
Friday and Saturday	6:00 p.m. - 3:00 a.m.

1 hour	\$1.00
2 hours	2.00
3 hours	3.00 (maximum)

Combined day and night rate \$8.00

Overnight rate (6:00 p.m. through 10:00 a.m.) \$3.00

Monthly Parking: None

Motorcycle Parking: Same as automobile rates.

Comments:

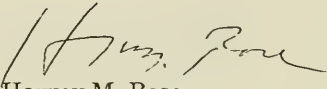
1. The current monthly rental rate payable by the Five Star Parking Company to the City is 67.18 percent of gross revenues with a minimum required monthly rental payment of \$10,000. The City is currently being paid the monthly minimum of \$10,000, for an annual total of \$120,000. As noted above, under the proposed lease, Allright Parking/San Francisco would pay the City 40.1 percent of gross revenues, with a minimum required monthly rental payment of \$5,000. This proposed minimum is \$5,000, or 50 percent less than the \$10,000 monthly minimum currently being paid to the City. The Parking Authority estimates that the City will receive an average monthly rental payment of approximately \$6,000 to

BOARD OF SUPERVISORS
BUDGET ANALYST

\$7,000 or approximately \$72,000 to \$84,000 annually under the proposed lease.

2. According to Mr. Phil Chin of the Parking Authority, the combination of low usage and relatively fixed operating expenses at the Lombard Parking Garage requires that the minimum monthly rent be reduced in order to help make the operation of the garage economically feasible. Mr. Chin advises that the present lessee, the Five Star Parking Company, was left with only approximately \$2,500 monthly to meet its expenses after paying the \$10,000 monthly minimum to the City. As a result, according to Mr. Chin, the Five Star Parking Company, as previously noted, has decided to terminate the existing lease, effective January 31, 1991.

Recommendation: Approve the proposed resolution.



Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

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C A L E N D A R
M E E T I N G O F
F I N A N C E C O M M I T T E E
B O A R D O F S U P E R V I S O R S
CITY AND COUNTY OF SAN FRANCISCO

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JAN 22 1991
SAN FRANCISCO
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WEDNESDAY, JANUARY 23, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

C O N S E N T C A L E N D A R

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a) File 146-90-110. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuation grant of \$1,685,616 from the Department of Health and Human Services, Centers for Disease Control, to fund a continuation of the AIDS Surveillance Project for the residents of San Francisco. (Mayor)
 - b) File 100-89-1.21. To consider release of \$75,000, Chief Administrative Officer, Animal Care and Control Department, for data processing/word processing equipment. (Animal Care and Control Department)
 - c) File 100-90-1.9. To consider release of \$40,000, Animal Care and Control Department, for equipment lease. (Animal Care and Control Department)
 - d) File 101-90-13.1. To consider release of \$220,000, Controller's Office, to pay for a team of financial consultants to assist the City with two multi-purpose general obligation bond sales (joint venture of Public Financial Management, Inc. and Charles A. Bell Securities Corporation). (Controller)

ACTION:

R E G U L A R C A L E N D A R

2. File 97-91-1. [District Attorney Insurance Investigation Fund] Ordinance amending Administrative Code by adding Section 10.117 105 thereto establishing a District Attorney Insurance Investigation Fund for the acceptance and expenditures of monies received by the California Department of Insurance for the investigation and prosecution of automobile insurance fraud cases. (District Attorney)

ACTION:

3. File 65-90-13. [Approval of Final Negative Declaration] Resolution adopting Final Negative Declaration finding and determining that paving and leasing of two vacant seawalls for surface parking lots will have no significant impact on the environment and adopting and incorporating findings of the Final Negative Declaration. (Port) (companion to File 65-90-13.1)

ACTION:

4. File 65-90-13.1. [Lease of Real Property] Ordinance approving a two year lease with Excelsior/Bay Area Parking Corporation for the operation of temporary surface parking lots on seawall lots controlled by the San Francisco Port Commission. (Port) (companion to File 65-90-13)

ACTION:

5. File 65-90-14. [Lease Amendment] Ordinance approving amendment to Lease L-10892 between the Redevelopment Agency of the City and County of San Francisco and the City and County of San Francisco, acting by and through the San Francisco Port Commission. (Port)

ACTION:

6. File 97-90-65. [Membership - Port Commission] Ordinance amending Administrative Code Section 16.6-43 and deleting Section 16.6 43.1, to add organizations to the membership list of the San Francisco Port Commission. (Port)

ACTION:

7. File 101-90-40. [Government Funding] Ordinance appropriating \$10,800, Public Health, for permanent salaries - miscellaneous and rescinding \$10,800 from permanent salaries - miscellaneous, for the creation of two (2) positions and deletion of one (1) position. (companion to File 102-90-7) RO #90141. (Controller)

ACTION:

8. File 102-90-7. [Public Employment] Ordinance amending Ordinance No. 288-90, Department of Public Health, Central Office, reflecting the addition of two positions, Classifications 2823 Mental Health Educator and 2230 Physician Specialist, and the deletion of one position, Classification 2822 Health Educator. (companion measure to File 101-90-40) (Civil Service Commission)

ACTION:

9. File 101-90-41. [Government Funding] Ordinance appropriating \$15,000, Board of Supervisors, for services of other departments. RO #90148. (Controller-Audit Services)

ACTION:

10. File 101-90-43. [Government Funding] Ordinance appropriating \$16,500,000, Sheriffs Department, for various capital improvement projects (Prop A Correctional Facilities Improvement Bond). RO #90149. (Controller)

ACTION:

11. File 146-90-107. [Grant - Federal] Resolution authorizing the Department of Public Health, Bureau of Health Promotion and Education, to accept and expend a grant of \$5,200 from the Centers for Disease Control for Conference Support Grant Program to the residents of San Francisco. (Mayor)

ACTION:

12. File 146-90-108. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Epidemiology and Disease Control, Sexually Transmitted Disease Control, to apply for a grant of \$450,000 from the Centers for Disease Control for the continuation of the operation of the San Francisco Sexually Transmitted Disease Prevention and Training Center for the residents of San Francisco. (Mayor)

ACTION:

13. File 146-90-109. [Grant - Federal Funds] Resolution authorizing the San Francisco Department of Public Health, AIDS Office, to apply for a supplemental grant not to exceed \$8,000,000 from the Health Resources and Services Administration to augment the Comprehensive AIDS Resources Emergency (CARE) Disaster Relief Grant Program for the residents of San Francisco. (Mayor)

ACTION:

14. File 146-90-111. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuation grant of \$4,858,888 from the Department of Health and Human Services, Centers for Disease Control, to fund a continuation of the AIDS/HIV Prevention Project for the residents of San Francisco. (Mayor)

ACTION:

15. File 146-90-112. [Grant - State Funds] Resolution authorizing the Department of Public Health, Central Administration, MIA Program, to accept and expend the Fiscal Year 1990-91 allocation of up to \$2,500,000 from the State Department of Health Services for Legalized Indigent Medical Assistance (LIMA) funds under the Immigration Reform Act (IRCA). (Mayor)

ACTION:

16. File 146-90-113. [Grant - State Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend a continuation grant of \$643,200 from the California Department of Health Services to fund a continuation of the AIDS Pilot Care Project component of the 1991-1992 Master Grant Agreement for the residents of San Francisco. (Mayor)

ACTION:

17. File 146 90 114. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, to apply for a grant of \$339,000 from the Stuart Foundation and the Haas Fund for mental health services to the children at the Child Protection Center, San Francisco General Hospital for the residents of San Francisco. (Mayor)

ACTION:

18. File 146 90 115. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Tom Waddell Clinic to apply for a grant of \$40,000 from AIDS Task Force Northern California Grantmakers for Public Health Nurse for medical outreach to the clients and target population of the Tom Waddell Clinic of San Francisco. (Department of Public Health)

ACTION:

19. File 146 90-116. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Family Health Bureau to apply for a grant of \$350,600 from the State Department of Health Services, Office of Family Planning for provision of Family Planning Services to the residents of San Francisco. (Department of Public Health)

ACTION:

20. File 146-90-117. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, to apply for a grant of \$10,060 from several private foundations for perinatal Hepatitis B community education to the residents of San Francisco. (Department of Public Health)

ACTION:

21. File 146-90-118. [Grant - State Funds] Resolution authorizing the Department of Public Health, Family Health Bureau to apply for a grant of \$150,000 from the State Department of Health Services, Maternal Child Health Branch to provide Perinatal Outreach Services to residents of San Francisco. (Department of Public Health)

ACTION:

22. File 146-91 2. [Grant - State Funds] Resolution authorizing the Department of Public Health to accept and expend an allocation in the amount of \$30,861 from the State Department of Health Services for the Federal Preventive Health and Health Services Block Grant Funding 314 (d) Health Incentive Program - Federal Fiscal Year (FFY) 1991. (Department of Public Health)

ACTION:

23. File 153-90-8. [Grant - Federal Funds] Resolution authorizing the Department of Social Services to apply for, accept, and expend a grant in the amount of \$766,842 from the Department of Health and Human Services, Office of Human Development Services. (Department of Social Services)

ACTION:

24. File 172-90-32. [Agreement] Resolution authorizing the execution of an Agreement between the City and County of San Francisco and the State of California Department of Social Services which shall provide funding in the amount of \$243,068 to the City and County of San Francisco for providing Foster Family Home Licensing Services for Fiscal Year 1990-1991, commencing July, 1990. (Department of Social Services)

ACTION:

25. File 199-90-3. [Jurisdictional Transfer] Resolution transferring jurisdiction from the Office of the Mayor to the Department of Public Works Lot 6, Block 4720; Lot 7, Block 4710; Lot 7, Block 4714 and Lot 6, Block 4711. (Real Estate Department)

ACTION:

26. File 200-91-1. Hearing to consider request of the Department of Public Works for approval to apply for an Energy Conservation Loan in the amount of \$1,327,013 from the California Energy Commission for energy conservation measures in the New Sheriff's Facility and the Hall of Justice. (Department of Public Works)

ACTION:

27. File 64-90-8. Hearing to consider report from the Budget Analyst on City lease agreements. (Supervisor Gonzalez)

(Chair may entertain a motion to continue this item)

(Continued from 10/24/90)

ACTION:

A D D E N D U M
C A L E N D A R

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MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

JAN 22 1991
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PUBLIC LIBRARY

WEDNESDAY, JANUARY 23, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

28. File 65-90-12. [Lombard Street Garage - Award of Lease]
Resolution approving award of a lease for the operation of the Lombard Parking Garage to Allright Parking/San Francisco.
(Department of Parking and Traffic)

(Consideration continued from 1/16/91)

ACTION:

Finance Committee
Board of Supervisors
City Hall, Room 235
San Francisco, CA 94102

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

January 23, 1991

TO: Finance Committee
FROM: Budget Analyst - RECOMMENDATION
SUBJECT: January 23, 1991 Finance Committee Meeting
Item 1a - File 146-90-110

DOCUMENTS DEPT.

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Department: Department of Public Health (DPH),
AIDS Office

Item: Resolution authorizing the Department of Public Health, to
accept and expend a continuation Federal grant

Grant Amount: \$1,685,616

Source of Funds: U. S. Department of Health and Human Services

Term of Grant: January 1, 1991 to December 31, 1991

Project: AIDS Surveillance and Seroprevalence Project

Project Description: The proposed grant funds would be used by DPH to
continue to provide HIV-seroprevalence (number of
persons found to have a positive HIV test) surveys,
knowledge/attitudes/behavior/beliefs (KABB) surveys, an
enhanced partner notification program and routine AIDS
case surveillance activities such as identification of
incidence trends and risk groups. DPH would continue to
be responsible for administering this project and for
providing direct services. Additionally, DPH would
contract with the University of California, San Francisco
(UCSF), University of California, Women's Health Centers
at San Francisco General Hospital (SFGH), and Haight
Ashbury Free Medical Clinic for the provision of direct
services.

**No. of Persons:
to be Served:**

To serve all residents of San Francisco.

Grant Budget:

Personnel (24.75 FTE)	\$ 882,801
Fringe Benefits	229,529
Materials and Supplies	100,324
Rent	30,189
Contractual	210,008
Other	42,113
Travel	9,892
Indirect Costs	<u>180,760</u>
Total	\$1,685,616

The \$42,113 budgeted for "Other" includes the following:

Communications	\$16,380
Reproduction expenses	8,733
Insurance & maintenance agreements on computer equipment	6,250
Staff training	1,150
Postage, equipment leases, computer accounts	<u>9,600</u>
Total Other	\$42,113

Contractual Services totalling \$210,008 include the following:

HIV Seroprevalence Surveys-- IV Drug Users	\$48,000
Contract with UCSF to conduct HIV seroprevalence survey of intravenous drug users entering methadone maintenance programs in San Francisco.	

HIV Seroprevalence Survey-- Women of Reproductive Age	138,008
Contract with University of California, Women's Health Centers at San Francisco General Hospital (SFGH) to estimate the HIV seroprevalence among women attending family planning and abortion clinics at SFGH.	

BOARD OF SUPERVISORS
BUDGET ANALYST

HIV Seroprevalence Survey--

Cocaine Users

24,000

Contract with Haight-Ashbury Free Medical Clinic to conduct HIV seroprevalence surveys among non-intravenous cocaine users entering their detoxification programs.

Total Contractual

\$210,008

Indirect Cost Rate: \$180,760 or 20% of personnel costs plus 2% contractual costs.

Required Match: None

Comments:

1. The DPH advises that if grant funding is terminated or reduced in the future, project staff would be terminated or reduced accordingly. As reflected above, the proposed grant funds would provide 24.75 FTE staff to the Department.

2. DPH would continue to contract with UCSF, University of California, Women's Health Centers at SFGH and the Haight Ashbury Free Medical Clinic as sole source providers due to the uniqueness of their services and because the project is a continuation from last year's grant.

3. Ms. Nini Lee from the DPH's Accounting Office reports that the funding for non-contractual services for the AIDS Surveillance and Seroprevalence Project is currently being borrowed from the City's General Fund. These borrowed funds will be replaced when the DPH receives the grant funding. Ms. Lee further reports that borrowing from General Funds to finance grant projects is common when the Department has been assured the grant funds will be received. Mr. Dave Fong from the Controller's Office reports that the Controller's Office allows borrowing of this kind when authorization from the Board of Supervisors to accept and expend the grant funds is likely.

4. The proposed grant of \$1,685,616 for calendar year 1991 is \$25,258 or 1.5 percent more than the grant amount of \$1,660,358 received in calendar year 1990.

5. Attached is the Health Commission's "Summary of Grant Request" as prepared by the DPH.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
January 23, 1991

Recommendation: Approve the proposed legislation.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item No. Hea Commission - Summary of Grant Request

Rcv. 4/10/90

Dept of Health and Human Services
Centers for Disease ControlGrantor
Contact Person Lin Dixon/Jeff EfridAddress 255 E. Paces Ferry Rd, NE, #300
Atlanta, GA 30305Amount Requested \$ 1,685,616Term: From 1-1-91 To 12-31-91Health Commission/ 12-18-90Division CO/AIDS DivSection AIDS OfficeContact Person Tim PilandTelephone 554-9132Application Deadline 9-14-90Notification Expected 12-1-90Board of Supervisors: Finance Committee Full Board

I. Item Description:

(Circle appropriate words)

Request to (apply for) (~~accept and expand~~) a (~~new~~) (continuation) (~~abandoning a previous grant~~)
grant in the amount of \$1,685,616 from the period of 1-1-91 to 12-31-91
to provide AIDS Surveillance and Seroprevalence Project services.

II. Summary: (Concise summary of need, objectives, methods, and providers)

This continuation grant will fund the Surveillance component of the current Project:
(AIDS Prevention and Surveillance) for the forthcoming calendar year 1991; this includes
all AIDS/HIV surveillance and seroprevalence activities conducted by the Department
of Public Health. [The Prevention component will be funded under a separate
cooperative agreement with the Centers for Disease Control.]

III. Outcomes/Objectives:

The objective of AIDS surveillance and seroprevalence activities is to provide meaningful
epidemiologic data about the nature of the epidemic in order to identify and address
disease trends and issues.

IV. Effects of Reduction or Termination of These Funds:

Failure to accept these continuing grant funds would significantly impair our ability
to measure and track the AIDS epidemic in San Francisco; failure to accept these funds
would also jeopardize future grant funding.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		1,660,358	1,685,616	+ 25,258	None	
Personnel		1,110,484	1,112,330	+ 1,846		
Equipment		13,200	0	- 13,200		
Contract Svc.		139,648	210,008	+ 70,360		
Mat. & Supp.		113,838	100,324	- 13,514		
Facilities/Space		46,308	30,189	- 16,119		
Other		59,208	52,005	- 7,203		
Indirect Costs		177,672	180,760	+ 3,008		

VI. Data Processing

(omit included above)

VII. Personnel

F/T CSC		6,600	0			
P/T CSC		24.0		24.75		
Contractual		5.0		6.75		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/AWill grant funded employees be retained after this grant terminates? If so, How?
No.

VIII. Contractual Services: Open Bid

Sole Source

There are no new sole-source contracts; all are continuations of existing services.

Item 1b - File 100-89-1.21

Department: Animal Care and Control Department

Item: Release of Reserve Funds

Amount: \$75,000

Source of Funds: Previously appropriated General Fund monies

Description: In the FY 1989-90 Animal Care and Control Department budget, the Finance Committee reserved \$75,000 for the purchase of a proposed data processing system pending the Electronic Information Processing Steering Committee's (EIPSC) approval. These funds were subsequently carried over as reserved funds for FY 1990-91.

Mr. Carl Friedman, Director of the Animal Care and Control Department, reports that the proposed data processing system would enable the Department to improve the efficiency of its operations and to better serve the public, by tracking and monitoring the following departmental activities: (1) dispatch of Animal Control Officers, (2) impounding of animals, (3) the redemption, adoption or humane euthanasia of animals, (4) medical treatment provided to animals, (5) maintenance of individual activity logs for Animal Control Officers, (6) tracking animal cruelty cases which are being investigated, prosecuted or are pending, (7) tracking information on lost and found pets and (8) accounting for revenues received on a daily basis.

EIPSC has reviewed the Animal Care and Control Department's request for the proposed data processing system and has approved the following computer hardware and software, totalling \$75,000 as follows:

Computer Hardware and Installation	\$66,200 *
ORACLE Database (license fee)	4,500
SCO UNIX Operating System,	
Spreadsheet, Word Processing	<u>4,300</u>
	\$75,000

*see attached detailed budget as provided by EIPSC.

Recommendation: Approve the release of reserve funds in the amount of \$75,000.

BOARD OF SUPERVISORS
BUDGET ANALYST

ACSIS Schedule of System Components

Attachment
Page 1 of 2

Item

Id. Qty. Item Description

1	1	Deskpro 486/25 Mod 650 80486/25 4MB		
2	2	2mb Mod F/Deskpro 386/33		
3	1	Video Graphics Monitor Monochrome		
4	2	AT16-RJ45 Intelliport Serial Port Expan.		
5	1	HP LaserJet III Ser/Par 1mb		
6	17	Wyse60 Amber terminals no keyboard		
7	17	Wyse60 terminal AT keyboard		
8	1	SCO Unix Syst V/386 #.2 D/S....DSK3		
9	4	Epson LQ-860, 295/98 CPS 80 Col Par/Ser		
10	1	Autoload 9 Track Tape Drive		
11	1	9 Track Tape Controller		
12	1	9 Track Tape Drivers		
12	3	8mb Single Socket Memory		
13	1	2400 Baud Modem w/ERCC		
14	2	Cash Drawers		
15	2	Receipt Printers		
16	1	SCO Lyrix, Professional, DOS		
17	1	Subtotal		\$59,075.00
18	1	Sales Tax	.0675	\$3,987.56
19	1	Delivery/Freight/Shipping/Handling		\$675.00
20	1	Total Hardware & Operating System		\$63,737.56
21	1	System Hardware Integration		
		Operating System Installation		
		Tape Drive Configuration		
		Installation ACSIS Software		
		Two (2) Days On Site System Administration Training		
		On Site Wyse 60 Terminal Setup (RJ11 6 wire)		

ACSIS Schedule of System Components

	On Site Epson Printer Setup (RJ45 8 wire)	
	On Site Laser Printer Setup (RJ45 8 wire)	
	On Site Setup Cash Drawers	
	On Site Setup Receipt Printers	
	* All cables run by City	\$13,292.15
22	1 Total Hardware, Operating System & Setup	\$77,029.71
23	1 Applicable Discounts	(\$10,835.39)
24	1 Grand Total Hardware, OS & Setup	\$66,194.33

Item 1c - File 100-90-1.9

Department: Animal Care and Control Department

Item: Release of Reserve Funds

Amount: \$40,000

Source of Funds: Previously appropriated General Fund monies

Description: During the FY 1990-91 budget process, the Finance Committee recommended that \$40,000, included in the Animal Care and Control Department's budget request to fund software related to a proposed data processing system, be placed on reserve pending the Electronic Information Processing Steering Committee's (EIPSC) approval (see Item 1b, File 100-89-1.21 of this report that pertains to a release of reserve for the related equipment).

Mr. Carl Friedman, Director of the Animal Care and Control Department, reports that the proposed data processing system would enable the Department to improve the efficiency of its operations and to better serve the public, by tracking and monitoring the following departmental activities: (1) dispatch of Animal Control Officers, (2) impounding of animals, (3) the redemption, adoption or humane euthanasia of animals, (4) medical treatment provided to animals, (5) maintenance of individual activity logs for Animal Control Officers, (6) tracking animal cruelty cases which are being investigated, prosecuted or are pending, (7) tracking information on lost and found pets and (8) accounting for revenues received on a daily basis.

EIPSC has reviewed the Animal Care and Control Department's request for the data processing system and has approved the proposed purchase of a custom application software package in the amount of \$40,000.

Recommendation: Approve the release of reserve fund in the amount of \$40,000.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1d - File 101-90-13.1

Department: Controller

Item: Release of reserve

Amount: \$220,000

Source of Funds: Previously approved Supplemental Appropriation Ordinance (File 101-90-13) for professional and special services.

Description: In September, 1990, the Board of Supervisors approved a \$220,000 Supplemental Appropriation Ordinance to provide funding for a financial consultant to assist the Controller in preparing the sale of bonds. Costs of the financial consultant would be prorated and charged to the various City Departments responsible for expending proceeds from the bonds.

The \$220,000 was appropriated but reserved pending selection of the financial consultant. The Controller and the Chief Administrative Officer (CAO) used a Request for Proposal (RFP) process to select a joint venture composed of two firms, Public Financial Management, Inc. and Charles A. Bell Securities Corporation. Of the eleven joint ventures that submitted RFPs, the CAO selected the financial consultant based on the quality of bond sale services to be provided and then negotiated the price of those services. The Charles A. Bell Securities Corporation is a Minority Business Enterprise (MBE) and both firms are Local Business Enterprises (LBE).

The CAO's estimate of the costs of financial consultant and bond sale services is as follows:

Financial Consultant Services

\$121 million bond sale, January 1991	\$ 90,000
\$30 to \$60 million bond sale, June, 1991	75,000

Other Bond Sale Services

Includes rating agency fees, printing and advertising costs and State administration fees	55,000
Total	\$220,000

Recommendation: Release the reserved funds of \$220,000 as requested.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 2 - File 97-91-1

Department: District Attorney

Item: Ordinance to amend the San Francisco Administrative Code by adding Section 10.117-105 to establish a new special fund, the District Attorney Insurance Investigation Fund.

Description: The proposed resolution would amend the Administrative Code to establish and define a new special fund. The District Attorney Insurance Investigation Fund would be a depository for monies distributed by the California Department of Insurance. Monies in the proposed special fund would be disbursed and expended for District Attorney investigations and prosecutions of automobile insurance fraud cases.

Other proposed requirements regarding the proposed District Attorney Insurance Investigation Fund are as follows:

- The District Attorney shall report all special fund expenditures to the City Controller and the Budget Analyst of the Board of Supervisors, quarterly.
- Expenditures greater than \$10,000 other than for investigation and prosecution services require Board of Supervisors approval by ordinance (This same provision is included for the Narcotics Forfeiture and Asset Seizure Fund).
- Costs of administering the special fund may not be recovered from the special fund.
- The special fund's year-end balance is deemed to have been appropriated for a specific purpose within the meaning of Charter Section 6.306 and shall be carried forward to the following fiscal year.

Comments:

1. The District Attorney's Office reports the receipt of two payments from the California Department of Insurance, \$44,674 in November 1989, and \$41,632 in June, 1990, or a total of \$86,306 in roughly a one year period.
- 2., The District Attorney's Office is currently investigating seven automobile insurance fraud cases, one of which is considered a large case.

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3. Although the proposed Administrative Code amendment would include a requirement that all expenditures for more than \$10,000 for purposes other than investigation and prosecution require Board of Supervisors approval by ordinance, the Budget Analyst recommends that all expenditures greater than \$10,000 for all purposes, including for investigation and prosecution, be subject to approval by the Board of Supervisors.

Recommendation: Amend the proposed ordinance to require that all expenditures of more than \$10,000 for any purpose be subject to Board of Supervisors approval by ordinance and approve the proposed ordinance as amended.

Memo to Finance Committee
January 23, 1991

Items 3 and 4 - Files 65-90-13 and 65-90-13.1

Department: Port of San Francisco

Proposed Action: Resolution (File 65-90-13) adopting Final Negative Declaration finding and determining that paving and leasing two vacant seawall lots will have no significant impact on the environment and adopting and incorporating findings of the Final Negative Declaration.

Ordinance (File 65-90-13.1) approving a two-year lease of seven seawall lots, including two vacant seawall lots, to be used as parking lots.

Purpose of Lease: Increase parking revenues to the Port and increase parking capacity.

Lessee: A joint venture of Excelsior Parking and Bay Area Parking Corporation (BAPC) for the seven parking lots.

No. of Sq.Ft.:	<u>Seawall Lot Number</u>	<u>Number of Square Feet</u>
	321	64,815
	322.1	26,611
	323	18,550
	324	13,500
	327	35,138
	329	14,624
	330	<u>97,793</u>
	Total	271,031

**Monthly
Revenue:** \$88,874 (\$1,066,488 annually)

Term of Lease: Two years

Description: The Port currently leases five seawall lots on a month-to-month basis as parking lots to three different operators. Two additional seawall lots that are currently vacant could also be leased out as parking lots.

According to Mr. Paul Osmundson of the Port, additional parking capacity is needed in anticipation of the possible demolition of the Embarcadero Freeway and construction associated with the Waterfront Transportation Project. Both of these projects would require the elimination of some parking lots and street parking that would become part of the construction or demolition work areas.

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The Port proposes to lease the five seawall lots currently leased and the two currently vacant lots to a single operator and has conducted a competitive bid process to select a single operator. Five bids were submitted for the package of seven parking lots. The Port selected the highest bidder, the joint venture of Excelsior Parking and Bay Area Parking Corporation. Bay Area Parking Corporation is a Minority Business Enterprise (MBE). A listing of the bidders is as follows:

Monthly Bid Amount
Payable to Port

Excelsior Parking/Bay Area Parking Corporation	\$88,757 *
Pansini Corporation	70,243
San Francisco Parking	70,180
Metropolitan Parking Corporation	66,283
All Right Parking	66,181

*After selecting the highest bid the Port negotiated adjustments to the monthly rent amount that resulted in a higher actual monthly rent amount of \$88,874.

The Final Negative Declaration is necessary before the two vacant lots can be paved for use as parking lots. Paving these lots is estimated to cost approximately \$350,500. The paving cost will be borne by the lessee at no cost to the Port.

The proposed lease also provides that if the Port is successful in having the section of Main Street between Bryant Street and the Embarcadero vacated by the City as a roadway, this approximately 12,500 square feet of Main Street would be added to the seven leased seawall lots for an additional \$1,000 per month in rent payable to the Port by Excelsior Parking and Bay Area Parking Corporation.

Recommendation: Approve the proposed Resolution (File 65-90-13) adopting the Final Negative Declaration and the proposed Ordinance (File 65-90-13.1) approving a two-year lease of seven seawall lots.

Item 5 - File 65-90-14

Department: San Francisco Port Commission (Port)
San Francisco Redevelopment Agency (SFRA)

Item: Ordinance to amend the lease between the Port (as lessor) and the San Francisco Redevelopment Agency (as lessee) for Parcel N-2 commonly known as South Beach Harbor.

Proposed

Amendment: Extend execution date of lease by seven months from December 7, 1989, to July 7, 1990.

Description: On December 7, 1984, the Port and the SFRA entered into a lease agreement whereby SFRA leased Parcel N-2 from the Port. The purpose of the lease was to provide a mechanism for the development and rehabilitation of Parcel N-2 in order to implement the Redevelopment Plan for the Rincon Point South Beach Redevelopment Area as approved by the Board of Supervisors (Ordinance 16-81) and to provide maximum revenues to the Port.

Under the Redevelopment Plan, Pier 40 (Parcel N-1) was to be developed to support the South Beach Harbor, both financially and operationally. Because of the need for the Pier 40 financial support, the rent for the South Beach Harbor under the Parcel N-2 lease accrued from the Possession Date of August 5, 1985, defined as the date upon which the parcel was free of all pre-existing tenancies. The rent was not payable until the SFRA was able to take physical possession of Pier 40 free of Service Engineering Company's tenancy (Service Engineering Company was the tenant of Pier 40). Under the terms of the Parcel N-2 lease, the accrued rents would be forgiven if the Pier 40 Possession Date did not occur within five years (December 7, 1989) of the Parcel N-2 lease execution date.

Because of complications relating to the relocation of Service Engineering Company's Pier 40 operations, the SFRA did not take full possession of Pier 40 until June 30, 1990, nearly 7 months after the December 7, 1989 deadline in the Parcel N-2 lease. Since the delay in the relocation of Service Engineering Company was not due to any action or inaction of the Port, it was agreed by the SFRA and the Port that the Parcel N-2 lease should be amended to extend the deadline for the Pier 40 Possession Date by seven months in order to allow payment of accrued rents (which now exceed \$475,000) by SFRA to the Port (when the lease expired SFRA paid an annual rental of approximately \$110,000 or five percent of the gross income earned by SFRA from subleases, whichever was greater.)

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Memo to Finance Committee
January 23, 1991

The proposed amendment to the Parcel N-2 lease would extend the December 7, 1989, Possession Date deadline by seven months to July 7, 1990, and would require rents to continue to accrue to the Port until that date (July 7, 1990).

Recommendation: Approve the proposed ordinance.

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BUDGET ANALYST

Item 6 - File 97-90-65

Department: San Francisco Port Commission

Item: Ordinance amending the Administrative Code, by amending Section 16.6-43 and deleting Section 16.6-43.1, to add organizations to the membership list of the San Francisco Port Commission.

Description: The proposed ordinance would amend Section 16.6-43 of the Administrative Code to add 74 organizations to the membership list of the San Francisco Port Commission. In addition, the proposed ordinance would delete Section 16.6-43.1 which authorizes memberships in the following three organizations: San Francisco Bay Area Council, World Trade Centers Association and Trade and Traffic Clubs.

The Port Commission is requesting authorization for memberships in the following 74 organizations:

	Annual Membership Fees
American Association of Port Authorities	\$5,000
American Express (corp. card necessary for travel)	550
American Institute of Architects	400
American Institute of Steel Construction	125
American Planning Association	157
American Shippers Association	free
American Society of Civil Engineers	120
American Society of Safety Engineers	20
Association of Water Transportation Accountants	125
Australian Chamber of Commerce	free
Bay Area Ship Repair Association	200
Bay Area Whaleboat Rowing Association	75
Bay Planning Coalition	1,200
Building Owners and Managers Association	600
California Association of Affirmative Action Officers	25
California Association of Harbor Masters	100
California Association of Port Authorities	9,500
California Chamber of Commerce	100
California Trucking Association	250
Central Valley Transportation Club	25
China Trade Council	free
City Club	free
Commonwealth Club	140
Fisherman's Wharf Merchants Association	150
Foreign Chambers of Commerce (for various counties as needed)	250
Foreign Commerce Club of New York	100

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	Annual Membership Fees
Fresno Transportation Club	\$ 30
Golden Gate Ports Association	15,000
Illuminating Engineering Society of North America	400
Institute of Real Estate Managers	150
International Advertising Association	100
International Association of Ports and Harbours	700
International Conference of Building Officials	150
International Council of Shopping Centers	200
International Personnel Management Associations (IPMA) (national and local chapters)	105
International Trade Council	225
Japanese Chamber of Commerce of North America	200
Korean American Chamber of Commerce	125
Marine Exchange of San Francisco Bay Region	700
Meat Importers Council of America	250
Merchants Exchange Club	960
Midwest Foreign Commerce Club	free
National Association of Passenger Vessel Owners	200
National Council U.S. - China	free
National Fisheries Institute	free
National Maritime Council	free
New Zealand Chamber of Commerce	10
No. California Human Resources Council	90
No. California Pick Users Group	60
Norwegian American Chamber of Commerce	65
Oakland Traffic Club	free
Oakland World Trade Association	free
Ocean Freight Agents of Chicago	free
Pacific Coast Advisory Board	free
Pacific Coast Association of Port Authorities	2,500
Pacific Coast Coffee Association	250
Pacific Transportation Association	100
Permanent International Association of Navigation Congresses (PIANC)	95
San Francisco Chamber of Commerce	500
San Francisco Freight Forwarders & Customs House Brokers Association	150
San Francisco Hispanic Chamber of Commerce	100
San Francisco Planning and Urban Research (SPUR)	free
San Francisco Propeller Club	100
San Francisco Traffic Club	30
Special Libraries Association	free
Swedish American Chamber of Commerce	40
The Waterfront Center	55
Transportation Research Forum	100
United States Rowing Association	100
Urban Land Institute	200

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	Annual Membership <u>Fees</u>
Western States Coalition for Effective U.S. Customs	\$ 1,000
Women in Real Estate	150
Women in Transportation	10
Women's Transportation Seminar	<u>40</u>
Total	\$44,452

Comments: 1. According to Ms. Veronica Sanchez of the Port, the Department has been a member of the above organizations and has been budgeting for and paying annual membership fees for these organizations for years. Ms. Sanchez advises that the Administrative Code inadvertently has not been amended to add organizations to the Department's membership list since 1974. The proposed ordinance would simply amend the Administrative Code to make the Code consistent with the Department's current practices. The Port's membership fees are funded by Port revenue funds. The Port has a total of \$39,935 budgeted for annual membership fees in its 1990-91 departmental budget. Ms. Sanchez reports that the Department will not exceed the \$39,935 budgeted amount. The savings from the three memberships to be deleted have been reflected in the \$39,935 budgeted amount. According to Ms. Sanchez, the shortfall between the \$39,935 which has been budgeted and the \$44,452 needed to fund the proposed annual membership fees would be addressed primarily on the basis of the Department not renewing certain memberships for 1990-91. Ms. Sanchez advises, however, that the Department desires to add the entire list of organizations included in the proposed Code amendment in order to have the future option of renewing memberships with these organizations, as needed, to meet the requirements of the Department, subject to approval of funding by the Board of Supervisors.

2. Attached is the Port's summary of the benefits derived from maintaining memberships in the above-noted organizations.

Recommendation: Approve the ordinance.

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BENEFITS OF MEMBERSHIP IN THE FOLLOWING ORGANIZATIONS

ASSOCIATION OF WATER TRANSPORTATION ACCOUNTANTS

- * To keep abreast of the latest industry developments and accounting techniques to maximize valuable network for management consultation and resolution of financial issues.

NORTHERN CALIFORNIA PICK USERS GROUP

- * NCPU group meets periodically and holds special education "seminar type" monthly meetings. Attending Port Technician confers with other peers on common problems.

URBAN LAND INSTITUTE (ULI)

WOMEN IN REAL ESTATE (WIRE)

- * ULI is a nationally-known research and trade association for professionals in the real estate industry. WIRE is a local organization comprised of women active in Bay Area real estate development. Membership in both organizations allows staff to keep abreast of the latest techniques and trends in property development and to make industry contacts critical to insuring the maximum interest in Port property development projects thereby insuring the maximum potential revenue to the Port.

AMERICAN PLANNING ASSOCIATION (APA)

BAY PLANNING COALITION

SAN FRANCISCO PLANNING AND URBAN RESEARCH (SPUR)

THE WATERFRONT CENTER

- * APA and the Waterfront Center are nationally-known research organizations involved in regional planning and waterfront planning. Bay Planning Coalition and SPUR are local planning forums. Membership in all of these planning associations allows staff to learn from the experiences of planners throughout the world, as well as to communicate with local professionals about planning issues critical to the Port.

SAN FRANCISCO HISPANIC CHAMBER OF COMMERCE

- * To be aware of the economic growth of Hispanic businesses in the Bay Area including areas of trade data and development, networking in the Hispanic business community, civic and consumer affairs and to stimulate new business enterprises.

INTERNATIONAL PERSONNEL MANAGEMENT ASSOCIATION

(national and local chapters)

COMMONWEALTH CLUB

(Human Resources and Health/Safety Chapters)

AMERICAN SOCIETY OF SAFETY ENGINEERS

CALIFORNIA ASSOCIATION OF AFFIRMATIVE ACTION OFFICERS

NORTHERN CALIFORNIA HUMAN RESOURCES COUNCIL

- * These professional associations provide a valuable network for consultation and advice on safety, labor relations, salary surveys, EEO/Affirmative Action and other job related issues. Valuable information is regularly disseminated by each organization in the form of news-letter/update on current developments. Seminars and workshops are organized by these organizations to provide up to date information on new developments and to allow for the sharing of information on how these issues are addressed by other employers. In addition, training sponsored by these organizations are offered free or at a discounted rate to their members.

AMERICAN SOCIETY OF CIVIL ENGINEERS

- * To keep abreast of the latest techniques and trends in civil engineering; to provide the latest data on making engineering cost estimates for construction work.

AMERICAN INSTITUTE OF ARCHITECTS

- * To keep abreast of the latest developments of architecture and design.

AMERICAN INSTITUTE OF STEEL CONSTRUCTION

- * To provide the latest information of materials and techniques for engineering of structures incorporating steel into the design.

ILLUMINATING ENGINEERING SOCIETY OF NORTH AMERICA

- * To provide the Port expertise of knowledgeable lighting experts including consulting engineers, architects, lighting designers and others.

PERMANENT INTERNATIONAL ASSOCIATION OF NAVIGATION CONGRESSES
(PIANC)

- * To be able to work with other Port engineers throughout the entire United States on engineering problems, solutions and new developments.

Maritime Department

1. Membership - Professional Organization

The following group of professional organizations is national and international in scope. Membership in these organizations allows the Port to receive a variety of invaluable publications and services related to Port work, such as rate making, technical manuals, research/data summaries, legislative alerts, programs, that have been successfully applied elsewhere.

American Association of Port Authorities (AAPA)
California Association of Harbor Masters
California Association of Port Authorities (CAPA)

California Trucking Association (CTA)
International Advertising Association
International Association of Ports and Harbors (IAPH)
Marine Exchange of San Francisco Bay Region

National Association of Passenger Vessel Owners
Pacific Coast Association of Port Authorities
Western States Coalition for Effective U.S. Customs

2. Bay Area Ship Repair Association is a group which monitors government contracts to make sure that the Bay Area receives its fair share of ship repair contracts.

3. The following group is trade related and is therefore essential in the marketing of the Port because of the networking ability and to meet people who are the decision makers in international trade.

California Council of International Trade (CCIT)
Central Valley Transportation Club
Fresno Transportation Club
International Trade Council (ITC)
Meat Importers Council of America (MICA)
Pacific Coast Coffee Association (PCCA)
Pacific Transportation Association (PTA)
San Francisco Propeller Club
San Francisco Freight Forwarders & Customs House Brokers
San Francisco Traffic Club

Women in Transportation (WIT)
Women's Transportation Seminar

4. The following group is one in which the Port enjoys "Free Membership" and we do not pay membership dues, nevertheless it's important to maintain our visibility in these organization.

American Shippers Association
Australian Chamber of Commerce
China Trade Council
City Club
Foreign American Chamber of Commerce

Midwest Foreign Commerce Club
National Council U.S. - China
National Defense Transportation Association
National Fisheries Institute
National Industrial Traffic League
National Maritime Council
Oakland Traffic Club
Oakland World Trade Association
Ocean Freight Agents of Chicago
Pacific Coast Advisory Board

San Francisco Planning and Urban Research
Special Libraries Association
Transportation Club of San Francisco

5. Chambers of Commerces

The Port maintains membership in the following national organizations to foster trade relations, assist us in meeting some of the decision makers, and give visibility within the international trade.

California Chamber of Commerce
Foreign Chamber of Commerce
Foreign Commerce Club of New York
Japanese Chamber of Commerce of North America
Korean American Chamber of Commerce
New Zealand Chamber of Commerce.
Norwegian American Chamber of Commerce
San Francisco Chamber of Commerce
Swedish American Chamber of Commerce

6. The following group helps the Port to enhance its public image with the steamship lines and the business community in San Francisco.

Bay Area Whaleboat Rowing Association
U.S. Rowing Association

7. The following organization provides the Port with an appropriate place to hold business luncheons.

Merchant Exchange Club

8. Golden Gate Port Authority is an association made of all the ports in the Bay Area. Its purpose is to develop issues of common interest and to plan regional marketing strategy.
9. American Express is a necessary tool in our travel for marketing plans.

Items 7 and 8 - Files 101-90-40 and 102-90-7

Department: Department of Public Health (DPH)

Items: Supplemental Appropriation Ordinance (File 101-90-40), for the creation of two positions and the deletion of one position.

Annual Salary Ordinance amendment (File 102-90-7) reflecting the addition of two positions and the deletion of one position.

Amount: \$10,800

Source of Funds: Reappropriation of Permanent Salaries - Proposition 99/AB75 Tobacco Tax Funds

Description: Proposition 99/AB 75 provides funds for indigent health care, capital outlay for hospital and clinics and tobacco prevention and cessation education. Under the tobacco prevention and education component of Proposition 99 all counties are required to develop tobacco control plans aimed at creating a county-wide comprehensive tobacco control program. The DPH's FY 1990-91 budget includes approximately \$1.6 million in Tobacco Tax Funds to fund 13.2 FTE positions, operating expenses and contractual services for the planning and development of a Tobacco Control Program.

The DPH is now requesting changes in the positions connected with the Tobacco Control Program, which the Department believes will enhance the effectiveness of the program. The position changes would involve the following program components: (1) the clinical training program, which trains physicians, residents and students to include smoking cessation as part of patient treatment, and (2) a prevention program for parents of young children.

The proposed amendment to the 1990-91 Salary Ordinance (File 102-90-7) would add one 2823 L Mental Health Educator position and one 2230 L Physician Specialist position and delete one 2822 L Health Educator position which is no longer required. Ms. Cynthia Bautista of the DPH reports that the request for the creation of a 2823 L Mental Health Educator position was erroneously included in the proposed amendment. Ms. Bautista advises that the Tobacco Control Program already has an existing 2823 L Mental Health Educator position (.5 FTE). Additionally, Ms. Bautista advises that the requested 2230 L Physician Specialist position, which will be for 0.2 FTE, would replace a 2220 L Physician position for 0.1 FTE, which was included in the Tobacco Control

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Program budget, but was not included in the Annual Salary Ordinance or in the program's position count. The proposed amendment (excluding the Mental Health Educator position that was included in error), which will be reviewed by the Civil Service Commission at a future date, is as follows:

<u>Action</u>	<u>No.</u>	<u>Class/Title</u>	1990-91 Biweekly <u>Salary</u>	1990-91 Annual <u>Salary</u>
Add	1	2230 L Physician Specialist	\$2,571-\$3,126	\$67,103-\$81,589
Delete	1	2822 L Health Educator	\$1,634-\$1,985	\$42,647-\$51,809

The proposed Supplemental Appropriation Ordinance (File 101-90-40) would rescind \$10,800 from Permanent Salaries - Miscellaneous and reappropriate the \$10,800 to Permanent Salaries - Miscellaneous as follows:

<u>Positions</u>	<u>Rescind</u>	<u>Appropriate</u>
2230 L Physician Specialist		\$8,505
2220 L Physician Specialist	\$4,050	
2822 L Health Educator	6,750	
2823 L Mental Health Educator		<u>2,295</u>
Total	\$10,800	\$10,800

Comments:

1. The DPH reports that the Physician Specialist position would be responsible for training staff at San Francisco General Hospital, which would include training other physicians, as well as residents, on how to educate their patients about smoking. Ms. Linda Marini of the DPH Decentralized Classification Unit reports that departmental staff have reviewed the job duties to be performed by the Physician Specialist position and have determined that the 2230 Physician Specialist is the appropriate classification for this position.

2. The Budget Analyst concurs with the additional funds to provide additional Physician Specialist services. However, the Budget Analyst does not believe that increasing DPH's position count by an additional position in order to budget 0.2 FTE of a 2230 L Physician Specialist is justified. Additionally, Mr. Monte Mansir of the Civil Service Commission advises that the 2230 Physician Specialist L position could be filled on the basis of a temporary requisition, as opposed to creating an

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additional position. Therefore, the Budget Analyst recommends (1) that the proposed Supplemental Appropriation Ordinance (File 101-90-40) in the amount of \$8,505 be approved to provide the needed funds for a .2 FTE Physician Specialist position in lieu of a .1 FTE Physician. However, the proposed amendment to the Annual Salary Ordinance (File 102-90-7) to add one 2230 Physician Specialist position is not justified and should be disapproved.

3. As noted above, the request to create a 2823 L Mental Health Educator was erroneously included in the proposed amendment to the Annual Salary Ordinance. Therefore, the proposed amendment to the Annual Salary Ordinance (File 102-90-7), should be amended to delete the reference to the creation of a 2823 L Mental Health Educator. Additionally, since the creation of the 2823 L Mental Health Educator is no longer being requested, the proposed Supplemental Appropriation Ordinance (File 101-90-40) should be decreased by \$2,295, from \$10,800 to \$8,505 to coincide with the deletion of the 2823 L Mental Health Educator position.

- Recommendations:**
1. Amend the proposed Annual Salary Ordinance amendment (File 102-90-7) to delete the reference to the creation of one 2823 L Mental Health Educator and one 2230 L Physician Specialist and approve the proposed legislation as amended.
 2. Amend the proposed Supplemental Appropriation Ordinance (File 101-90-40) to decrease the amount of the supplemental appropriation by \$2,295, from \$10,800 to \$8,505 and approve the proposed legislation as amended.

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Item 9 File 101-90-41

Department: Board of Supervisors

Item: Supplemental appropriation ordinance for services of other Departments - Controller for Audit Services.

Amount: \$15,000

Source of Funds: General Fund

Description: The City, through the Board of Supervisors, has a contract with the consortium of Peat Marwick Main and Co, Williams, Adley and Company and Associated Asian Certified Public Accounting (CPA) firms for the annual audit of the Controller's books for the fiscal year ending June 30, 1990 (fiscal year 1989-90). The Board of Supervisor's current 1990-91 budget includes \$169,000 to pay for this fiscal year 1989-90 audit.

The initial requirements for the auditors did not include a financial review of the City's Federal Emergency Management Agency (FEMA) grants related to the 1989 Loma Prieta earthquake. However, in connection with the preparation of the 1990 financial statements for the City, the auditors were required to sample the FEMA Damage Survey Reports (DSRs) for grant compliance and documentation, conduct discussions with FEMA and State Office of Emergency Services (OES) staff, review expenditures and revenues accrued and review the City's reconciliation of these funds.

The proposed ordinance would appropriate \$15,000 of additional funds for the auditors' work on the City's earthquake expenditures and related FEMA grant revenues, as part of the annual audit.

Comments: 1. In accordance with the Administrative Code, the City's Audit Advisory Committee consists of one representative each appointed by the Mayor, the President of the Board of Supervisors and the Controller and two public members nominated by the Mayor and approved by the Controller and the Board of Supervisors. The City's Audit Advisory Committee is responsible for selecting the audit firms, reviewing the auditor's scope of work, monitoring the auditor's activities and accepting the auditor's reports. On

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July 31, 1990, the City's Audit Advisory Committee approved the request for additional fees not to exceed \$15,000 for audit and earthquake related costs.

2. Mr. Dave Fong of the Controller's Office reports that the proposed additional earthquake related audit work has been completed, in conjunction with the fiscal year 1989-90 audit. Therefore, the proposed ordinance should be amended to ratify an action previously taken.

3. Mr. Fong also reports that based on the auditor's final billing, the actual costs of the additional work was \$12,989. The proposed \$15,000 supplemental appropriation ordinance should therefore also be amended to reduce the appropriation by \$2,011 to \$12,989, to reflect the actual cost for the additional work.

Recommendation:

Amend the proposed ordinance to ratify an action previously taken and reduce the proposed \$15,000 supplemental appropriation ordinance by \$2,011 to \$12,989. Approve the proposed ordinance as amended.

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Item 10 - File 101-90-43

Department: Sheriff

Item: Supplemental Appropriation Ordinance to appropriate bond proceeds.

Amount: \$16,500,000

Source of Funds: Correctional Facilities Improvement Bonds of 1990 (being sold as Series 1991C)

Description: In November, 1990, the electorate approved Proposition A which authorized \$16.5 million in General Obligation Bonds as the local match to \$39.5 million in State grants for the construction of a new jail medical facility, a larger work furlough facility and for making health, safety and other improvements to the jails. Issuance and sale of these bonds were approved by the Board of Supervisors in December, 1990 (Files 170-90-13 and 170-90-14, respectively). The proposed Supplemental Appropriation Ordinance would authorize appropriation of the \$16.5 million in bond proceeds, as detailed in the attached preliminary cost estimate from the Sheriff's Office. A brief description of the New Sheriff's Facility project and the New Services Building at County Jail #3 project that are included as items 2 and 3 on the attachment are as follows:

New Sheriff's Facility

This project is the construction of a new building in the Hall of Justice parking lot. The building would contain a new booking/release area, a centralized medical and psychiatric treatment and housing area for the prisoners in the jail system, a work furlough program, and space for associated operational and administrative functions.

New Services Building at County Jail #3 in San Bruno

This project primarily consists of the construction of a services building at the jail complex. The services building would include a new heating plant, a centralized kitchen and laundry for the entire jail system, related support areas, and necessary site work.

Mr. Robert Carlson of the Department of Public Works, reports that a more refined budget for the expenditure of the State grant and Proposition A funds is being prepared and will be submitted with the required legislation to accept and expend the State grant funds.

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Comment: Mr. Peter Goldstein of the Mayor's Office recommends reserving \$6,358,000 of the proposed \$6,940,000 Supplemental Appropriation for the New Services Building Project at County Jail #3 because of the possibility of cost overruns on the higher priority New Sheriff's Facility Project. The Department of Public Works concurs with this recommendation.

Recommendation: Amend the proposed Supplemental Appropriation Ordinance to reserve \$6,358,000 allocated for the New Services Building Project and approve the proposed ordinance as amended.

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OFFICE OF
THE SHERIFF

MICHAEL HENNESSEY, Sheriff
WALTER THOMAS, Undersheriff
EDGAR FLOWERS, JR., Assistant Sheriff

Room 333, City Hall
SAN FRANCISCO, CA 94102
Administration 554-7225

Mr. Merlin Zimmerly
Budget Analyst Office
Board of Supervisors

January 16, 1991

Mr. Zimmerly,

Below is listed the approximate division of Proposition A funds within the approved projects. This breakdown represents my best understanding to date, based on our contract proposal to the State Board of Corrections. As the projects progress there will be some adjustments to this division of funds.:

1. General Bond Required Services:

Bond Counsel Services	\$60,000
Controller's Office Services	\$15,600
<u>CAO Financial Services</u>	<u>\$2,275</u>
Total:	\$77,875

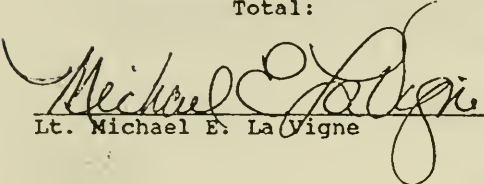
2. New Sheriff's Facility:

Architectural Consultant/Construction Admin	\$444,055
Architectural Consultant/Design Contingency	\$150,000
Construction Management Consultanat	\$1,029,560
Construction Management City Forces	\$300,000
County Management & Administration	\$628,744
Construction	\$1,824,868
Construction Contingency	\$182,486
Construction Testing	\$300,000
Geo Tech (Design)	\$52,800
Geo Tech (Construction)	\$60,000
Art Enrichment	\$600,000
Relocation Costs (Parking Lot Leases/Renov)	\$1,130,445
Furniture & Equipment	\$300,000
Permits	\$179,167
<u>Reimbursement of Costs Already Incurred</u>	<u>\$2,300,000</u>
Total	\$9,482,125

Proposition A Breakdown:

page 2

3.	<u>New Services Building at County Jail #3:</u>	
	Architectural Consultant (Design)	\$825,540
	EIR Preparation Costs	\$100,000
	Construction Management Consultant	\$26,460
	Construction Management City Forces	\$60,000
	County Management & Administration	\$98,584
	Construction	\$4,965,669
	Construction Contingency	\$496,567
	Construction Testing	\$81,000
	Geo Tech (Design)	\$9,000
	Geo Tech (Construction)	\$14,400
	Art Enrichment	\$162,000
	Furniture & Equipment	\$81,000
	<u>Permits</u>	<u>\$19,780</u>
	Total:	\$6,940,000


Lt. Michael E. La Vigne

Item 11 - File 146-90-107

Department: Department of Public Health (DPH)
Bureau of Health Promotion and Education

Item: Resolution to accept and expend a Federal grant

Amount: \$5,200

Source of Grant: Centers for Disease Control

Grant Period: March 1, 1991 to February 28, 1992

Project: Conference Support Grant Program

Project Description: The Board of Supervisors previously authorized DPH to apply for the proposed grant (File 146-90-84). The proposed grant funds would be used by DPH to support a two-day conference for Public Health Educators to review and exchange information on HIV infection, its behavioral and psychological implications and to explore a variety of public health education strategies. This conference entitled "Face the Facts: AIDS Education for Public Health Educators: Looking at the 90's" would be held in San Francisco on March 15-16, 1991. The conference would be the fourth annual Face the Facts Conference.

No. of Persons to be Served: Approximately 40-50 Public Health Educators would be expected to attend.

Grant Budget:	<u>Equipment Rental</u>	\$200	
	<u>Travel</u>		
	Airfare (1 speaker)	\$500	
	Panelist Mileage	50	
	Parking Fees	<u>96</u>	
	Subtotal		\$646
	<u>Hotel Accommodations</u>		
	2 Speakers x \$110 per/night	\$220	
	2 Speakers x \$50 per/diem	100	
	1 Speaker x \$120	<u>120</u>	
			440

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Materials & Supplies

Educational Materials	\$1,250	
Photocopying	250	
Brochure Production	200	
Postage	<u>244</u>	
		\$1,944

Other

Rental Space	\$500	
Speaker's Fee	450	
Fee Stipends	270	
Participant's Lunch	<u>750</u>	
		<u>1,970</u>

Total	\$5,200
-------	---------

Indirect Cost: None

Required Match: None

Comments:

1. Mr. Garth Collins, from DPH's Bureau of Health Promotion and Education, reports that the personnel costs incurred for planning and coordinating the conference would be absorbed by the existing DPH budget.
2. The \$200 allocated for equipment rental includes; VCR, television, overhead projector, screen, and at least two audio machines to record the conference.
3. Attached is the "Summary of Grant Request", as prepared by DPH, for the proposed grant funds.

Recommendation: Approve the proposed legislation.

BOARD OF SUPERVISORS
BUDGET ANALYST

Health Commission - Summary of Grant Request

Rev. 4/10/90

Center for Disease Control
 Contact Person Henry Cassel, III
 Address 255 E. Paces Ferry Rd., NE
Atlanta, GA 30305
 Amount Requested \$ 5,200
 Term: From 2/28/91 To 2/28/92
 Health Commission _____

Division CPHS
 Section Health Promotion & Educ.
 Contact Person Garth Collins
 Telephone 554-2742
 Application Deadline November 1, 1990
 Notification Expected February 28, 1991
 Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description:

(Circle appropriate words)

Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 5,200 from the period of 2/28/91 to 2/28/92 to provide support for regional training for public health education services.

II. Summary:

(Concise summary; need addressed; number + groups served; services and providers)

Grant will support a two day training on HIV disease designed for public health education. The training has been scheduled in the past. This will be the fourth annual training called "Face the Facts". It provides training specifically useful for updating practitioners in the field of community public health education. We anticipate fifty participants will attend.

III. Outcomes/Objectives:

Identification of 3 emerging prevention strategies associated with the delivery of HIV related services. Identification of 2 public health policies that can be integrated AIDS prevention programs. Identification of cross-cultural issues in HIV prevention

IV. Effects of Reduction or Termination of These Funds:

None - Specifically one time funding for two-day annual workshop.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	N/A	N/A	\$5,200			
Personnel			In-kind			
Equipment (rental)			\$ 200			
Contract Svc.			\$ 1,944			
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(costs excluded above)

VII. Personnel

F/T CSC
 P/T CSC
 Contractual

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid

Sole Source

(If sole source, attach Request for Exemption Form)

Item 12 - File 146-90-108

Department: Department of Public Health (DPH),
Community Public Health Services (CPH)

Item: Resolution authorizing the Department of Public Health to
apply for a continuation Federal grant.

Amount: \$450,000 (DPH is actually applying for \$522,574 based on
available Federal funds - see Comment No. 2 below).

Source of Grant: Centers for Disease Control (CDC)

Grant Period: April 1, 1991 through March 31, 1992

Project: San Francisco Sexually Transmitted Disease (STD)
Prevention and Training Center

Project Description: The proposed grant funds would be used for the continued
operation of the San Francisco Sexually Transmitted
Disease Prevention and Training Center located at the DPH
City Clinic Annex at 1372 Mission St. This Center has been
designated by CDC as a regional training site responsible
for providing professional training for health care
professionals in the public and private sector regarding
sexually transmitted diseases and AIDS clinical patient
management education. The Center's training region
includes five western states and six pacific islands.
However, the Center's primary target groups are health
care providers in San Francisco, the Bay Area and
Northern California who provide clinical care and
education to patients diagnosed with sexually transmitted
diseases or AIDS. The DPH would subcontract with the
University of California - San Francisco School of Medicine
(UCSF), on a sole source basis, for services that include the
development of a training curriculum and the provision of
University faculty to serve as instructors for the project's
training courses. The Federal regulations for this grant
specify that a medical school must have a significant role in
the curriculum design and participation in the training
courses.

**No. of Persons to
be Served:** Approximately 600 persons would be trained by the Center
on an annual basis.

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Memo to Finance Committee
January 23, 1991

Project Budget:	<u>Personnel</u>	<u>FTE</u>	
	Senior Health Educator	1.00	\$58,014
	Microbiologist	1.00	49,863
	Health Program Coordinator	.50	23,283
	Nurse Practitioner	.50	26,434
	Secretary II	1.00	35,463
	Fringe Benefits		<u>52,125</u>
	Subtotal, Personnel	4.00	\$245,182
	<u>Operating Expenses</u>		
	Rent		\$9,000
	Medical Supplies		3,000
	Office Supplies		3,000
	Educational Supplies		5,000
	Mileage/Parking		480
	Conferences (grant related conferences, In-State and Out-of-State)		13,375
	Training*		17,770
	Telephone		3,000
	Postage		1,000
	Reproduction		4,200
	Equipment Maintenance		1,500
	Slide Production		2,500
	Software		1,000
	Video Development		10,000
	Modem Installation		250
	Equipment		5,350
	Printing/Advertisement		<u>6,500</u>
	Subtotal, Operating Expenses		\$86,925
	<u>Contractual</u>		
	<u>UCSF</u>		
	Personnel (1.25 FTE)		\$73,735
	Supplies		2,500
	Mileage		1,000
	Training*		6,600
	Guest Lecturers		5,200
	Overhead		<u>12,821</u>
	Subtotal		\$101,856
	<u>Telephone -Based STD Clinical Information Center</u>		
	DPH will contract with a telecommunications company to design and develop a telephone-based system for STD information.		<u>50,000</u>
	Subtotal, Contractual		\$151,856

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Indirect Costs

38,611

Total

\$522,574

*As a regional training site, the Centers for Disease Control requires the San Francisco Sexually Transmitted Disease Prevention and Training Center to provide extensive staff training in order to meet established quality control standards. In addition, CDC requires that Center staff travel to other states in the region to provide training to groups of health professionals who are unable to come to the regional training site.

Local Match: None

Indirect Cost Rate: \$38,611 or 20 percent of salaries.

Comments:

1. The \$5,350 for equipment includes: one Panasonic Laser Printer (\$2,200), PC Microsoft Mouse (\$150), locking security cabinets (\$2,000), and workstation equipment to conform to standards set by the VDT Code of the City and County of San Francisco (\$1,000). Ms. Elizabeth Stoller of the DPH reports that the DPH will seek Electronic Information Processing Steering Committee (EIPSC) approval for these equipment purchases when the DPH submits its request to the Board of Supervisors to accept and expend these grant funds.

2. Ms. Stoller reports that the proposed grant amount the DPH is applying for is \$522,574 instead of the \$450,800 the DPH originally intended to apply for. Therefore, the proposed legislation should be amended to reflect the actual grant amount that DPH is applying for.

3. The DPH reports that the application for these grant funds has already been submitted. Therefore, the proposed legislation should be amended to authorize the DPH to apply for the proposed grant retroactively.

4. The proposed grant of \$522,574 is \$178,374 or 52 percent more than the amount of \$344,200 received for the prior year.

5. Attached is the Health Commission's "Summary of Grant Request", as prepared by the DPH.

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Recommendation: Amend the proposed resolution to increase the proposed grant amount by \$72,547 from \$450,000 to \$522,574, and to authorize the DPH the apply for the proposed grant retroactively as detailed in comments 2 and 3, respectively. Approve the proposed resolution as amended.

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Item 13 - File 146-90-109

Department: Department of Public Health (DPH),
AIDS Office

Item: Resolution authorizing the DPH, AIDS Office, to apply for a
Federal supplemental grant to augment the Comprehensive
AIDS Resources Emergency (CARE) Disaster Relief Fund

Grant Amount: \$8,000,000

Source of Grant: U.S. Department of Health and Human Services,
Health Resources and Services Administration (HRSA)

Grant Period: April 1, 1991 through April 3, 1992

Project: Comprehensive AIDS Resources Emergency (CARE)
Disaster Relief

Description: The Board of Supervisors recently authorized the DPH's
AIDS Office to accept and expend \$6,393,866 for a
Comprehensive AIDS Resources Emergency (CARE)
Disaster Relief Grant or Formula Grant which was based
upon the numbers and incidences of AIDS cases (File 146-90-
88.1). The proposed \$8,000,000 grant is a supplemental grant
for the same project, though rather than being based on a
formula, it is a competitive grant. It will be awarded based
on severe need demonstrated by an eligible metropolitan
area. The proposed Federal grant would help fund the first
year of a five year CARE Disaster Relief Program to provide
disaster relief assistance to localities that are
disproportionately affected by the AIDS epidemic.

HRSA has developed guidelines for distribution of CARE
funding by service area as follows:

Housing and residential care	30%
Support services (e.g., psychosocial, benefits counseling, food, and advocacy programs)	20%
Early HIV intervention services	15%
AIDS/HIV Drug Program	10%
Case management activities	10%
Institutionally-based care (acute- and long-term)	10%
Administrative costs for program coordination	5%
	100%

The actual breakdown of the proposed funding into a
comprehensive disaster relief budget is the responsibility of
the HIV Planning Council, whose members were appointed
by the Mayor.

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Project Budget: To be provided by the HIV Planning Council at a future date (see Comment No. 2 below).

No. of People Served: Approximately 9,445 AIDS cases plus an estimated 25,000 ARC-HIV infected persons as well as the City's general population.

Comments:

1. Attached is the "Health Commission's "Summary of Grant Request" as prepared by the DPH for the proposed grant.
2. As of the writing of this report, the DPH's AIDS Office was unable to provide a comprehensive budget for the proposed grant. Mr. Tim Piland of the DPH reports, that the budget details will be made available when DPH submits its request to the Board of Supervisors to accept and expend these grant funds.

Recommendation: Approve the proposed legislation.

BOARD OF SUPERVISORS
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Item No. Hez Commission - Summary of Gra Request Rev. 4/10/90

Grantor Health and Human Services Division - CO/AIDS Div

Contact Person Paul DuCommon Section AIDS Office

Address HRSA Contact Person Sandra Hernandez, M.D.

Rockville, MD 20857 Telephone T. Piland 554-9132

Amount Requested \$ not to exceed \$8,000,000 Application Deadline 2-15-91

Term: From 4-1-91 To 4-3-92 Notification Expected 3-15-91

Health Commission 1-8-91 Board of Supervisors: Finance Committee

Full Board

I. Item Description: Request to (apply for) (~~accept and expend~~) a (~~new~~) (~~continuation~~) (~~allocation~~) (augmentation to a) grant in the amount of \$8,000,000 from the period of 4-1-91 to 3-31-92 to provide Comprehensive AIDS Resources Emergency Disaster Relief services.

(Circle appropriate words)

II. Summary: (Concise history; need addressed; number + groups served; services and providers)

Please see Attachments

III. Outcomes/Objectives:

Please see Attachments

IV. Effects of Reduction or Termination of These Funds:

Failure to apply for this money would severely impair the City and County's ability to respond to the AIDS epidemic.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		<u>Not to exceed \$8,000,000</u>				
Personnel						
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC	_____	_____	_____	_____	_____
P/T CSC	_____	_____	_____	_____	_____
Contractual	_____	_____	_____	_____	_____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No.

*VIII. Contractual Services: Open Bid To be Sole Source To be (if sole source, attach Request for Exemptions Form)

determined determined

Item 14 - File 146-90-111

Department: Department of Public Health (DPH)
AIDS Office

Item: Resolution authorizing the Department of Public Health to accept and expend a continuation Federal grant

Amount: \$4,858,800 (see Comment No. 1 below)

Source of Grant: Centers for Disease Control

Grant Period: January 1, 1991 to December 31, 1991

Project: AIDS/HIV Prevention Project

Project Description: The proposed grant funds would be used by DPH to continue to support a variety of AIDS prevention programs. These programs include counseling and testing services, partner notification and referral services, health education and risk-reduction services and public information and early intervention services. DPH would continue to be responsible for administering this program and for providing direct services. Additionally, DPH would contract with approximately 18 community-based organizations for provision of direct services.

No. of Persons to be Served: To serve all residents of San Francisco

Project Budget:	Personnel (38.15 FTE)	\$1,483,556	
	Fringe Benefits	385,725	
	Equipment	6,250	
	Materials and Supplies	83,275	
	Rent	76,808	
	Contractual Services	2,309,914	
	Other	76,701	
	Staff Mileage	5,155	
	Travel	23,204	
	Indirect Costs	<u>296,712</u>	
	Total		\$4,747,300

The \$76,701 budgeted for "Other" includes the following:

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Memo to Finance Committee
January 23, 1991

Telephone/Communications	\$14,105
Postage	3,250
Delivery	2,000
Reproduction & photocopying	10,211
Printing & slide production	4,375
Promotions & advertising	1,953
Staff Training	4,200
Client participation incentives	9,200
Security & janitorial svcs. at clinics	21,507
Parking	1,000
Maintenance & insurance for personal computers	500
Mainframe account	1,500
Answering services	600
Utilities	300
Equipment Leasing	<u>2,000</u>

Total Other \$76,701

Contractual Services totalling \$2,309,914 include the following:

Alternative Test Sites (ATS)

UCSF/AIDS Health Project	
ATS Outreach to ethnic populations, pre- and post-test counseling, substance abuse services	\$130,000
Pre and post test counseling	302,204
SF AIDS Foundation	
ATS Outreach to general population	<u>130,000</u>

Subtotal \$562,204

Counseling & Testing Outreach

California Prostitution Education & Prevention Street outreach	\$122,901
Bayview Hunters Point Foundation (BVHP)	
Street outreach, African-American	<u>346,044</u>

Subtotal \$468,945

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Community Substance Abuse Services--
Counseling & Testing Program

UCSF/AIDS Health Project

Counseling and testing, pre and post \$125,932
BVHP

Counseling and testing, pre and post 124,037
BVHP/18th St Services

Counseling and testing for gay men \$62,018

Haight-Ashbury Free Medical Clinic

HIV risk reduction 124,037

Westside Community Mental Health
Services

HIV risk reduction 120,537

San Francisco General Hospital

Counseling and testing 159,920

Subtotal \$716,481

Community Substance Abuse Services
Training and Education

BVHP Foundation

Training and education 47,239

SFGH AIDS Prevention Education for
Staff and Patients

8,000

Bureau of Family Health Wedge Project

Outreach and education to elementary
and secondary school children 12,000

Minority Initiatives

Japanese Community Youth Council

Prevention and education services
to the Asian and Pacific Islanders \$65,502

Filipino Task Force

Prevention and education services
to the Asian and Pacific Islanders 65,502

Asian Aids Project

Prevention and education services
to the Asian and Pacific Islanders 65,501

BVHP Foundation

Prevention and education services
to the Black community 86,602

Ene (until 6/30/91)

Prevention and education services
to the Latino community 92,910

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Asian Pacific Islanders Coalition on AIDS (APICA) Prevention and education services to Gay and bisexual Asian and Pacific Islanders	\$30,000
National Task Force on AIDS Prevention Prevention and education services to Gay and bisexual Blacks	30,000
Curaf Prevention and education services to Gay and bisexual Latinos	<u>30,000</u>
Subtotal	\$466,017
<u>Early Intervention Program</u>	
Mission Neighborhood Health Center Telephone and referral service	<u>29,028</u>
Total	\$2,309,914

Indirect Cost Rate: \$296,712 or 20 percent of personnel costs.

Required Match: None

- Comments:
1. Mr. Tim Piland from the DPH reports that the grant amount awarded is \$4,747,300 instead of the \$4,858,800 DPH applied for. Therefore, the proposed legislation should be amended to reflect the actual grant amount..
 2. The DPH reports that the \$23,204 allocated for travel would be used for six DPH AIDS staff to attend conferences in Washington D.C. and Atlanta. In addition, one staff person would attend the International AIDS Conference in Florence, Italy.
 3. \$4,000 of the \$6,250 listed as equipment would be used to purchase two personal computer workstations. Mr. Piland reports that they have received Electronic Information Processing Steering Committee (EIPSC) approval for these purchases.
 4. The DPH advises that if grant funding is terminated or reduced in the future, project staff positions would be deleted or reduced accordingly. As reflected above, the proposed grant funds would provide 38.15 FTE staff to the Department.
 5. The proposed grant of \$4,747,300 for calendar year 1991 is the same amount received for calendar year 1990.

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6. Ms. Nini Lee from the DPH's Accounting Office reports that the funding for non-contractual services for the AIDS/HIV Prevention Project is currently being borrowed from the City's General Fund. These borrowed funds will be replaced when the DPH receives the grant funding. Ms. Lee further reports that borrowing from General Funds to finance grant projects is common when the Department is assured the grant funds will be received. Mr. Dave Fong from the Controllers Office reports that the Controllers Office allows borrowing of this kind when authorization from the Board of Supervisors to accept and expend the grant funds is likely.

7. According to DPH, the proposed contractors named in the above budget description are the current service providers, which would receive sole-source contracts under the proposed grant in order to ensure the continuity of services. The exception, however, is Ene, which is temporarily taking over the Prevention and Education Services for the Hispanics Program because the previous provider, Instituto Familiar de la Raza, declined the contract. On June 30, 1991, the contract will be opened to a request for proposal.

8. Attached is the Health Commission's "Summary of Grant Request", as prepared by DPH for the proposed grant.

Recommendation: Amend the proposed legislation to make the grant award \$4,747,300 instead of \$4,858,800 and approve the proposed legislation as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Dept of Health and Human Services

Grantor Centers for Disease ControlContact Person Lin Dixon/Jack StubbsAddress 255 E. Paces Ferry Rd., NE, #300
Atlanta, GA 30305Amount Requested \$ \$4,858,888Term: From 1-1-91 To 12-31-91Health Commission 12-18-90Division - CO/AIDS DivSection AIDS OfficeContact Person Tim PilandTelephone 554-9132Application Deadline 11/22/90Notification Expected 1-1-91

Board of Supervisors: Finance Committee

Full Board

I. Item Description: Request to (apply for) (~~renew and expand~~) a (~~new~~) (continuation) (~~extension~~) (~~augmentation to a~~) grant in the amount of \$4,858,888 from the period of 1-1-91 to 12-31-91 to provide AIDS Prevention Program services.

II. Summary: (Concise summary of need, statement of purpose, and objectives)

These funds support (along with additional State and local support) a wide array of AIDS prevention programs including Counseling and Testing services, Partner Notification and Referral services, Health Education and Risk Reduction services, and Public Information and Early Intervention services.

III. Outcomes/Objectives:

To provide the above services to the residents of San Francisco in order to prevent the transmission of the AIDS/HIV virus.

IV. Effects of Reduction or Termination of These Funds:

The efforts of the AIDS Office to limit the transmission of the HIV virus in San Francisco would be severely impaired.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		\$4,747,300	\$4,747,300	0	none	
Personnel		1,869,281	1,869,281	0	"	
Equipment		6,250	6,250	0	"	
Contract Svc.		2,309,914	2,309,914	0	"	
Mat. & Supp.		83,275	83,275	0	"	
Facilities/Space		76,808	76,808	0	"	
Other		105,060	105,060	0	"	
Indirect Costs		296,712	296,712	0		

VI. Data Processing

(see or included above)

VII. Personnel

	F/T CSC	P/T CSC	Contractual
	38.15	38.15	0
	apprx 51	apprx 51	0

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
n/a

Will grant funded employees be retained after this grant terminates? If so, How?

No.

*VIII. Contractual Services: Open Bid Sole Source (If sole source, attach Request for Exemption Form)

Item 15 - File 146-90-112

Department: Department of Public Health (DPH), Central Administration

Item: Resolution authorizing the Department of Public Health to accept and expend a State allocation.

Amount of Allocation: Up to \$2,500,000

Source of Funds: Federal State Legalization Impact Assistance Grant (SLIAG) funds provided through the State Department of Health Services Legalized Indigent Medical Assistance (LIMA) Program.

Term of Allocation: July 1, 1990 through June 30, 1991

Description: The proposed State allocation of LIMA funds would reimburse the City for the provision of Medically Indigent Adult (MIA) program health care services to persons who are eligible for aid pursuant to Welfare and Institutions Code Section 1700 and who are legalized aliens under the provisions of the Immigration Reform and Control Act of 1986 (IRCA). FY 1990-91 is the fourth year of this five year program.

The State would allocate LIMA funds to reimburse the City for the provision of primary care services to eligible medically indigent legalized aliens based on quarterly cost reports to be submitted by DPH. Reimbursable costs include health care services which are not covered by restricted Medi-Cal such as non-emergency services or non-pregnancy related services. The primary care services are largely provided through San Francisco General Hospital.

Comments: 1. The DPH reports that for FY 1990-91, the Department budgeted \$2,274,554 for LIMA revenues. DPH advises that any monies received in excess of the budgeted LIMA revenues of \$2,274,554 would accrue to the General Fund.

2. According to DPH, the proposed State allocation, in contrast to a State grant, is a direct allocation of funds and does not require that the City submit an application to the State.

Recommendation: Approve the proposed resolution.

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BUDGET ANALYST

Item 16 - File 146-90-113

Department: Department of Public Health (DPH),
AIDS Office

Item: Resolution authorizing the Department of Public Health to accept and expend a continuation State grant under the 1991-92 Master Grant Agreement

Grant Amount: \$617,471

Source of Grant: California Department of Health Services, Office of AIDS

Grant Period: July 1, 1991 through June 30, 1992

Project: AIDS Pilot Care Project

Project Description: The proposed State grant funds would provide for the third year of funding for the AIDS Pilot Care Project component of a Master Grant Agreement between the State Office of AIDS and DPH. The Master Grant Agreement was established by the State Office of AIDS in February, 1989 to consolidate the City's various AIDS-related programs.

The AIDS Pilot Care Project would continue to provide case-management and coordination of home and community-based care by public health nurses for persons with AIDS or ARC. These project services are provided to persons with AIDS or ARC whose care can be managed at home under their physician-directed medical care plan. The DPH would continue to be responsible for providing direct client services and for monitoring and administering the AIDS Pilot Care Project. In addition, the DPH would contract with Pacific Presbyterian Medical Center's Visiting Nurses and Hospice of San Francisco to provide direct client services.

No. of Persons to be Served: 100 Unduplicated clients per month

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Project Budget:	<u>Personnel</u>	
	Salaries (8.0 FTE)	\$352,115
	Fringe Benefits	123,716
	<u>Operating Expenses</u>	
	Travel	6,000
	Materials and Supplies	1,744
	Medical Supplies	995
	Medical Equipment	750
	Communications	1,000
	Client Transportation	4,000
	Postage	710
	<u>Contractual Services</u>	
	Pacific Presbyterian Medical Center, Visiting Nurses and Hospice of San Francisco	104,587
	<u>Indirect Costs</u>	<u>47,583</u>
	Total	\$643,200

Required Match: None

- Comments:
1. Mr. Tim Piland of DPH reports that the Department has been notified by the State that the actual grant amount to be awarded to the City is \$643,200. Therefore, the project budget shown above reflects the increased level of funding and the proposed legislation should be amended to reflect a grant amount of \$643,200 instead of \$617,471.
 2. Mr. Piland advises that the Department would continue to contract with Pacific Presbyterian Medical Center's Visiting Nurses and Hospice of San Francisco on a sole source basis, due to the need for continuity and the uniqueness of the services provided.
 3. The DPH advises that if grant funding is terminated or reduced in the future, project staff would be terminated or reduced accordingly. As reflected above, the proposed grant funds would provide eight FTE staff to the Department.
 4. The proposed grant of \$643,200 for fiscal year 1991-92 is \$14,809 or approximately two percent more than the grant amount of \$628,391 received in fiscal year 1990-91.
 5. Attached is the Health Commission "Summary of Grant Request" as prepared by DPH for the proposed grant.

BOARD OF SUPERVISORS
BUDGET ANALYST

- Recommendations:**
1. Amend the proposed legislation to reflect a grant amount of \$643,200 instead of \$617,471.
 2. Approve the proposed legislation as amended.

Item No. Hea Commission - Summary of Grant Request

Rev. 4/10/90

Calif Dept of Health Services

Grantor Office of AIDSDivision - CO/AIDS DivContact Person Wayne SaucedoSection AIDS OfficeAddress P.O. Box 942743-7320Contact Person Tim Piland 554-9132Sacramento, CA 92743Telephone Tim Piland 554-9132Amount Requested \$ 643,200Application Deadline 12-21-90Term: From 7-1-91 To 6-30-92Notification Expected 2-1-91Health Commission 12-18-90

Board of Supervisors: Finance Committee

Full Board

I. Item Description: Request to (apply for) (~~accept and expend a~~ ~~new~~) (continuation) (~~allocation~~) (~~augmentation to~~ ~~grant~~ in the amount of \$ 643,200 from the period of 7-1-91 to 6-30-92 to provide AIDS Pilot Care Project services.

II. Summary: (Concise summary; need addressed; number & groups served; services and providers)

These funds will be used to enhance the current activities of the continuing AIDS Pilot Care Project which includes case-management and home-based care coordination by public health nurses for people with AIDS or ARC; these services are directed to people with AIDS or ARC whose care can be managed at home under their physician directed medical care plan.

III. Outcomes/Objectives:

Case-management and/or home-based care coordination for 100 unduplicated clients per month.

IV. Effects of Reduction or Termination of These Funds:

Failure to utilize these funds would significantly impair the ability of the AIDS Office to address the case-management/home-based care coordination needs of eligible people with AIDS and people with ARC.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount		628,391	643,200	+ 14,809		
Personnel		329,550	475,831	+146,281		
Equipment		5,000	0	- 5,000		
Contract Svc.		231,248	104,587	-126,661		
Mat. & Supp.		5,000	1,744	- 3,256		
Facilities/Space		7,182	0	0		
Other		17,456	13,455	- 4,001		
Indirect Costs		32,955	47,583	+ 14,628		

VI. Data Processing

(costs included above)

5,000 0

VII. Personnel

F/T CSC	<u>6.5</u>	<u>8.0</u>	
P/T CSC			
Contractual	<u>TBD</u>	<u>TBD</u>	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
n/a

Will grant funded employees be retained after this grant terminates? If so, How?

No

*VIII. Contractual Services: Open Bid RFP'd in Sole Source (If sole source, attach Request for Exemption Form)
FY 89-90

Item 17- File 146-90-114

Department: - Department of Public Health (DPH),
Community Public Health Services (CPHS)

Item: Resolution authorizing the Department of Public Health to
apply for a new private grant.

Grant Amount: \$339,000

Source of Grant: Stuart Foundation and the Haas Fund

Grant Period: DPH is unable to provide the specific grant period as of the
writing of this report. The DPH advises that the proposed
grant would provide funds for a twelve-month period.

Project: Child Health Program

**Project
Description:** The DPH in collaboration with the Department of Social
Services has developed the proposed Child Health Program,
which is aimed at expanding services to children who are
removed from their homes for reasons of abuse, neglect and
abandonment. This program would build on an existing
program, the Child Protection Center, which was opened in
October of 1989, at San Francisco General Hospital. The
Child Protection Center currently provides emergency
shelter intake and placement services, legal investigation,
medical assessment and follow-up to approximately 75
children per month. The proposed Child Health Program
would add mental health services to the range of services
which are currently provided to each child. The mental
health services would be divided into two program
components. The first component would be a psychosocial
assessment program which would include mental health
education and training for caseworkers and caretakers. The
second component would be a case management program
which would provide continued support for each child and
their family. The overall goal of the Child Health Program is
to improve the welfare of the child by identifying and
responding to his or her multiple medical and mental health
needs.

**No. of Persons
to be Served:** Approximately 75 children per month

BOARD OF SUPERVISORS
BUDGET ANALYST

Project Budget:	<u>Personnel</u>	<u>FTE</u>	
	Health Program Supervisor	1.00	\$52,598
	Psychosocial Assessment Specialist (PSA)	2.25	66,577
	Senior PSA	1.00	50,336
	Staff Psychologist	.37	20,816
	Administrative Secretary	1.00	29,250
	Fringe Benefits		<u>65,873</u>
	Subtotal	5.62	\$285,450
	<u>Operating Expenses</u>		
	Consultant Services		
	Psychologist		\$27,755
	Evaluation Team		30,000
	Curriculum Development Specialist		15,000
	Translation Services		5,000
	Programming Consultant		5,000
	Office Supplies		9,000
	Travel		<u>1,000</u>
	Subtotal		92,755
	<u>Equipment</u>		
	Computer Equipment		10,400
	<u>Indirect Costs</u>		<u>43,915</u>
	Total		\$432,520

Local Match: \$182,500 (budgeted in-kind contribution)

Indirect Costs: \$43,915

Comments: 1. Ms. Geraldine Oliva of the DPH reports that the \$339,000 grant amount included in the proposed legislation is incorrect. The actual grant amount is \$432,520, as outlined in the above noted project budget. Therefore the proposed legislation should be amended to reflect a grant amount of \$432,520 instead of \$339,000.

2. Ms. Oliva advises that while the Stuart Foundation expected the City to contribute some support to the Child Health Program, the Foundation did not require that the City contribute a specific amount of matching funds in order to be eligible for the proposed grant. The DPH is proposing to provide in-kind personnel (3.60 FTE), totalling \$170,000 and an in-kind contribution totalling \$12,500 for operating expenses, for a total in-kind contribution, to the Child Health Program, of \$182,500. The DPH reports that the \$182,500

BOARD OF SUPERVISORS
BUDGET ANALYST

represents funds that are budgeted in the Department's FY 1990-91 budget.

3. The DPH has not, as yet, received Electronic Information Processing Steering Committee's (EIPSC) approval for the purchase of the proposed computer equipment. Ms. Oliva reports that the Department anticipates having EIPSC approval for this equipment prior to submitting its request, to the Board of Supervisors, for authorization to accept and expend this proposed grant.

4. Attached is the Health Commission "Summary of Grant Request" as prepared by DPH for the proposed grant fund.

Recommendation: Amend the proposed legislation to reflect a grant amount of \$432,520 instead of \$339,000, and approve the proposed legislation as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item No. Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor The Stuart Foundations
 Contact Person The Haas Fund
Melissa Barnett (Haas)
 Address Ted Lobman (Stuart)
1160 Battery (Haas); 425 Market (Stuart)
 Amount Requested \$ 432,520
 Terms: From Not known To Not known
 Health Commission Board of Supervisors: Finance Committee

Division Community Public Health Services
 Section Family Health
 Contact Person Geraldine Oliva
 Telephone 554-2560
 Application Deadline None
 Notification Expected Not known
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (renewal) (extension) (renewal) grant in the amount of \$432,520. from the period of to to provide mental health services to children of the Child Protection Center, San Francisco General Hospital

II. Summary: (Concise history, need statement, number & groups served, services and providers)
 The SFDPH and the Dept. of Social Services have developed the Child Health Program to expand services to children who are being removed from their homes for reasons of abuse, neglect and abandonment. The program builds on an existing collaborative program, the Child Protection Center, opened in October, 1989, at San Francisco General Hospital. The Center currently provides emergency shelter intake and placement services, legal investigation, (continued next page).

III. Outcomes/Objectives:
 Provide psychosocial assessments; develop individual mental health service plans; educate/train caseworkers and caretakers in aspects of mental health needs of abused and neglected children; secure continued reimbursement and grant funding; to document needs of the target population, assess adequacy of current resources to meet needs; identify obstacles to service delivery.
 IV. Effects of Reduction or Termination of These Funds: Psychosocial assessment program of the first funding year could not be followed by the case management program which would provide continuing support for the child and family.

V. Financial Information:

	Col. A Two Years Ago	Col. B Part Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$432,520			
Personnel			\$285,450			
Equipment			\$10,400			
Contract Svc.			\$82,755			
Mat. & Supp.						
Facilities/Space						
Other			\$1,000			
Indirect Costs			\$43,915			

VI. Data Processing

(none included above) \$10,400

VII. Personnel

F/T CSC			5.62		
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Regular City employees will be working part time on this grant, so City funds will be the source of their non-grant funding.

Will grant funded employees be retained after this grant terminates? If so, How? Yes, if possible through utilization of State and federal entitlement programs and securing additional grant funding.

VIII. Contractual Services: Open Bid X Sole Source (If sole source, attach Request for Exemption Form)

Health Commission - Summary of Grant Request
Page 2

II. Summary (continued)

medical assessment and follow-up to approximately 75 children per month. The proposed Child Health Program will add mental health services to the package of medical and social services provided to each child.

Item 18. File 146-90-115

Department: Department of Public Health (DPH)
Community Public Health Services (CPHS)

Item: Resolution authorizing the Department of Public Health to apply for a new private grant.

Amount: Up to \$50,000

Source of Grant: AIDS Task Force of the Northern California Grantmakers Association

Grant Period: July 1, 1991 through March 1, 1992

Project Description: The proposed grant funds would be used by DPH to fund a Public Health Nurse to provide services to clients, at the city's Tom Waddell Clinic, who are at risk or have tested positive for HIV. The client population would be composed primarily of males, ages 30 to 49, many of whom are homeless and/or involved in substance abuse. Specific services to be provided would include medical outreach and field follow-up, health education and case management.

No. of Persons to be Served: 280 unduplicated clients

Project Budget:	Public Health Nurse (full-time for eight months)	\$34,427
	Fringe Benefits	<u>12,733</u>
	Total	\$47,160

Required Match: None

Indirect Costs: None

Comments: 1. DPH reports that the Department has already submitted the application for the proposed grant funds. Therefore, the proposed legislation should be amended to authorize the DPH to apply for the proposed grant retroactively.

2. The DPH advises that if grant funding is terminated or reduced in the future, project staff would be terminated or reduced unless an alternative source of grant funds is identified. The proposed grant would fund one full-time Public Health Nurse position for eight months.

3. Attached is the Health Commission "Summary of Grant Request" as prepared by DPH for the proposed grant funds.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
January 23, 1991

Recommendation: Amend the proposed legislation to authorize the DPH to apply for the grant funds retroactively and approve the legislation as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Health Commission - Summary of Grant Request

Item No. _____

Grantor AIDS Task Force
Northern California Grantmakers

Contact Person Nancy Frank

Address 116 New Montgomery St. #742
San Francisco, CA 94105

Amount Requested \$47,160

Term: From 7/1/91 To 3/1/92

Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

Division CPHS
 Section Tom Waddell Clinic

Contact Person Margaret A. Trezevant

Telephone 554-2950

Application Deadline 12/14/90

Notification Expected 4/1/91

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Circle appropriate words) grant in the amount of \$ 47,160 from the period of 7/1/91 to 3/1/92
 to provide _____ services.

II. Summary: (Concise summary; need addressed; member & groups served; services and providers)
 To fund a public health nurse for the clients and target population of the Tom Waddell
 Clinic for medical outreach and field follow up, health education and case management
 services. No such services currently exist where a public health nurse is an
 integral part of the multidisciplinary team of the Tom Waddell Clinic.

III. Outcomes/Objectives:

~~Objectives are to design components of public health nursing medical outreach program
 to provide visits to 280 unduplicated clients. Evaluation of services provided to
 individual clients with recommendations for further implementation of program.~~

IV. Effects of Reduction or Termination of These Funds:

~~No position exists within DPH to function as part of an already existing multidisciplinary
 team to follow TWC clients. Position will enhance cost-effectiveness of Clinic
 services by providing follow-up, education and case management.~~

V. Financial Information:

	<u>Col. A</u> Two Years Ago	<u>Col. B</u> Past Year/Orig.	<u>Col. C</u> Proposed	<u>Col. D</u> Change	<u>Req. Match</u>	<u>Approved by</u>
Grant Amount			\$47,160		0	
Personnel			\$47,160		0	
Equipment			0			
*Contract Svc.			0			
Mat. & Supp.			0			
Facilities/Space			0			
Other			0			
Indirect Costs			0			

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC			2830 PHN		
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

N/A

Will grant funded employees be retained after this grant terminates? If so, How?
 Not unless other funding sources are identified.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Exception Form)

Item 19 - File 146-90-116

Department: Department of Public Health (DPH), Community Public Health Services

Item: Resolution authorizing the Department of Public Health to apply for a continuation State grant.

Amount of Grant: \$350,600

Source of Grant: California Department of Health Services, Office of Family Planning

Grant Period: July 1, 1991 through June 30, 1992

Project: Family Planning Services

Project Description: The proposed \$350,600 in grant funds would be used to continue providing family planning and pregnancy testing services to San Francisco's low-income, ethnically diverse women at the DPH's District Health Centers. In addition, the DPH proposes to establish an infertility clinic for low-income couples seeking infertility services.

No. of Persons to be Served: Approximately 13,350 individuals (primarily women).

Grant Budget:	Personnel	\$260,000
	Contract Services	67,000
	Material & Supplies	19,000
	Other	2,000
	Indirect Costs	<u>2,600</u>
	Total	\$350,600

Local Match: None

Comment: 1. As of the writing of this report, the DPH was unable to provide budget details for the personnel, contractual services, or for the \$2,000 listed under the category of "Other" in the project budget. Mr. Stephan Purser of the DPH reports that the budget details for the personnel, contractual services and "Other" will be made available when DPH submits its request to the Board of Supervisors to accept and expend these grant funds. Mr. Purser adds that, at the same time, the Department will provide RFP and sole source information on the contractual services.

2. The DPH reports that the application for these grant funds has already been submitted. Therefore, the proposed

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BUDGET ANALYST

legislation should be amended to authorize the DPH to apply for the proposed grant retroactively.

3. The proposed grant of \$350,600 for FY 1991-92 is \$30,000 or 9.4 percent more than the grant amount of \$320,600 received in FY 1990-91.

4. Attached is the Health Commission's "Summary of Grant Request" as prepared by DPH for the proposed grant.

Recommendation: Amend the proposed legislation to authorize the DPH to apply for the proposed grant retroactively and approve the proposed legislation as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 20 - File 146-90-117

Department: Department of Public Health (DPH)
Community Public Health Services,
Bureau of Epidemiology and Disease Control

Item: Resolution authorizing the Department of Public Health to
apply for a grant from several private foundations.

Grant Amount: \$10,060

Source of Funds: William G. Gilmore Foundation

Term of Grant: One year

Project: Perinatal Hepatitis B Community Education to the Residents
of San Francisco

Project Description: The proposed grant would be used by DPH to develop educational programs on perinatal hepatitis B transmission and screening for health professionals and women in their reproductive years. The following five specific programs have been proposed by DPH: (1) developing educational materials for four ethnic groups; (2) coordinating a mass media program to alert pregnant women about the need to be screened for hepatitis B; (3) sponsoring a one day hepatitis B educational conference to inform health providers about perinatal hepatitis B screening protocol; (4) distributing a special edition of the San Francisco Epidemiologic Bulletin detailing hepatitis B protocols; and (5) developing a resource list of well-baby providers in the City of San Francisco. A well baby provider is a clinic that provides infant care.

No. of Persons to be Served: All pregnant women in San Francisco and health professionals who provide services to pregnant women

Grant Budget:	Professional Conference	\$1,485
	Mass Media	2,424
	Resource Manual	794
	Educational Pamphlets	7,100
	Software	557
	Total	\$12,360
	Total State Funds Committed Previously	\$2,300 *
	Total Funds Requested	\$10,060

* See comment number one.

BOARD OF SUPERVISORS
BUDGET ANALYST

Indirect Cost Rate: Indirect costs are not budgeted.

Required Match: None

Comments:

1. The Bureau of Epidemiology and Disease Control has previously received a \$31,160 grant through a California State one-time, (one-year) supplemental funding project to conduct a community education needs assessment. \$28,733 from that State supplemental grant was designated for personnel expenses, and would be used toward the personnel expenses incurred by that project as well as those incurred by the proposed project. Of the remaining \$2,427, \$2,300 would be expended on the proposed project. The proposed grant would be used to address the educational priorities revealed in the community needs assessment.

2. The DPH reports that the application for these grant funds has already been submitted. Therefore, the proposed legislation should be amended to authorize the DPH to apply for the proposed grant retroactively.

3. Although DPH has submitted proposals to several private foundations, Mr. Ed Mamary from the Bureau of Epidemiology and Disease Control reports that the William G. Gilmore Foundation is the only foundation who has not yet turned down their grant proposal. DPH anticipates this proposed grant will be funded by the William G. Gilmore Foundation.

4. Attached is the Health Commission's "Summary of Grant Request" as prepared by DPH for the proposed grant.

Recommendation: Amend the proposed legislation to authorize the DPH to apply for the proposed grant retroactively and approve the proposed legislation as amended.

Item No. _____

Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor William G. Gilmore Foundation
 Contact Person NA
 Address NA

Division Community Public Health
 Section Bureau of Epidemiology & Disease
 Contact Person Ed Mamary Cont
 Telephone 554-2835
 Application Deadline Not applicable
 Notification Expected not known

Amount Requested \$ 10,060Term: From unknown To unknown

Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 10,060 from the period of _____ to _____ to provide perinatal hepatitis B community education services.
 (Circle appropriate words)

II. Summary: (Context/history; need addressed; number + groups served; services and providers)

The attached letter proposal will be submitted to several private foundations, including the William G. Gilmore Foundation and the William G. Irwin Charity Fund. Full proposals may be solicited by the foundations if they are interested in discussing possible funding of all or part of the project.

III. Outcomes/Objectives:

1) Develop educational materials for 4 ethnic groups; 2) Coordinate a mass media program to encourage screening of pregnant women for hepatitis B; 3) Sponsor a hepatitis B educational conference for providers; 4) Distribute hepatitis B protocols; 5) Develop a resource list of well-baby providers.

IV. Effects of Reduction or Termination of These Funds:

Increased transmission of hepatitis B from mothers to infants in San Francisco.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Org.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$10,060			
Personnel						
Equipment						
*Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC			0		
P/T CSC			0		
Contractual			0		

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 NA

Will grant funded employees be retained after this grant terminates? If so, How?

NA

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Item 21 - File 146-90-118

Department: Department of Public Health (DPH), Family Health Bureau

Item: Resolution authorizing the Department of Public Health to apply for a State grant.

Amount: \$150,000

Source of Grant: State Department of Health Services, Maternal Child Health Branch

Grant Period: February 1, 1991 through June 30, 1992

Project: Perinatal Outreach Services

No. of Persons Served: Approximately 1,500 women and 150 health care providers

Description: The proposed \$150,000 grant would be used to provide perinatal outreach services to targeted groups in San Francisco. These groups are Blacks, Hispanics, Chinese, Filipinos, adolescents, homeless, and substance abusing women. Beyond general outreach services to these targeted groups, the proposed grant would be used to help pregnant women and women with children to fill out Medical forms accurately, and to provide referrals to prenatal and child health care providers.

Budget:	Personnel	\$19,639
	Contract Services	122,000
	Materials & Supplies	<u>8,361</u>
	Total	\$150,000

Local Match: None

Comments: 1. As of the writing of this report, the DPH was unable to provide budget details for the personnel or the contract services in the project budget. Ms. Virginia Smyly of the DPH reports that the budget details for the personnel and for the contractual services will be made available when DPH submits its request to the Board of Supervisors to accept and expend the grant funds. Ms. Smyly adds that, at the same time, the Department will provide RFP and/or sole source information on the contractual services.

2. The DPH reports that the application for these funds has already been submitted. Therefore, the proposed legislation

BOARD OF SUPERVISORS
BUDGET ANALYST

should be amended to authorize the DPH to apply for the proposed grant retroactively.

3. Attached is the Health Commission's "Summary of Grant Request" as prepared by the DPH.

Recommendation: Amend the proposed legislation to authorize the DPH to apply for the proposed grant retroactively and approve the proposed legislation as amended.

Item No. **Health Commission - Summary of Grant Request**

Rev. 4/10/90

Grantor State DHS/MCH Branch
 Contact Person Curtis Lang
 Address 714 P Street, Room 750
Sacramento, CA 94234-7320
 Amount Requested \$ 150,000
 Term: From 02/01/91 To 06/30/92
 Health Commission Board of Supervisors: Finance Committee

Division CPHS
 Section Family Health Bureau
 Contact Person Virginia Smyly
 Telephone 554-2575
 Application Deadline January 11, 1991
 Notification Expected February 7, 1991

Full Board

I. Item Description: Request to ~~(XXXXXX)~~ (accept and expend) a (new) ~~(XXXXXXXXXXXXXXXXXXXX)~~ (continuation) ~~(XXXXXX)~~ (addition to a) grant in the amount of \$ 150,000 from the period of 02/01/91 to 06/30/92 to provide perinatal outreach and related services.

II. Summary: (Concise history; need addressed; number & groups served; services and providers)

In San Francisco, poor perinatal outcomes for certain groups can be associated with lack of early prenatal care. Groups most affected are Blacks, Hispanics, certain Asians, adolescents, homeless and substance-abusing women. Increased community awareness, increased access and lessening of barriers to care will more readily attract and keep women in care.

III. Outcomes/Objectives:

Increased numbers of targeted groups will enter care earlier and sustain regular care, resulting in more favorable perinatal outcomes in the long term.

IV. Effects of Reduction or Termination of These Funds:

Without outreach activities, the poor outcomes of women and their infants who access care late in pregnancy will continue, at great cost to quality of life and financial costs of treating sick infants.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>N/A</u>	<u>N/A</u>	<u>\$150,000</u>	<u>N/A</u>	<u> </u>	<u> </u>
Personnel	<u> </u>	<u> </u>	<u>19,639</u>	<u> </u>	<u> </u>	<u> </u>
Equipment	<u> </u>	<u> </u>	<u>-0-</u>	<u> </u>	<u> </u>	<u> </u>
*Contract Svc.	<u> </u>	<u> </u>	<u>122,000</u>	<u> </u>	<u> </u>	<u> </u>
Mat. & Supp.	<u> </u>	<u> </u>	<u>8,361</u>	<u> </u>	<u> </u>	<u> </u>
Facilities/Space	<u> </u>	<u> </u>	<u>-0-</u>	<u> </u>	<u> </u>	<u> </u>
Other	<u> </u>	<u> </u>	<u>-0-</u>	<u> </u>	<u> </u>	<u> </u>
Indirect Costs	<u> </u>	<u> </u>	<u>-0-</u>	<u> </u>	<u> </u>	<u> </u>

VI. Data Processing

(see included above)

VII. Personnel

F/T CSC	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
P/T CSC	<u> </u>	<u> </u>	<u>.5</u>	<u> </u>	<u> </u>
Contractual	<u> </u>	<u> </u>	<u>3.5</u>	<u> </u>	<u> </u>

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?

No

*VIII. Contractual Services: Open Bid X Sole Source (If sole source, attach Request for Exception Form)

Item 22 - File 146-91-2

Department: Department of Public Health (DPH),
Central Administration

Item: Resolution authorizing the Department of Public Health to apply for, accept and expend a continuation Federal grant.

Amount: \$30,861

Source of Grant: Federal Section 314(d) Health Incentive Grant Funds through the California Department of Health Services.

Grant Period: October 1, 1990 through September 30, 1991

Description: Each year, DPH receives an allocation of Federal Health Incentive Grant funds through the California Department of Health Services. DPH uses these funds to pay for health education materials and supplies, travel and training costs for DPH administration and technical staff.

	<u>1989-90</u> <u>Actual</u>	<u>1990-91</u> <u>Budget</u>
Grant Budget: <u>DPH Administrative and Support Services</u>		
Travel, conference and training funds for the Director of Health and other central administrative and professional staff to attend preventive health related conferences and training sessions held in and out of the State.	\$22,763	\$18,517
<u>Public Health Related Services</u>		
Funds for preventive health training and workshops for staff in the following programs: emergency medical services, AIDS, medically indigent adult, hazardous waste and public health centers.	997	3,703
<u>Public Health Field Services</u>		
Home health care training for staff in the following programs: home health care, senior services, family health, disease control, dental, environmental health and health education.	6,356	7,098
<u>Indirect Costs</u>	<u>1,585</u>	<u>1,543</u>
Total	\$31,701	\$30,861

BOARD OF SUPERVISORS
BUDGET ANALYST

Local Match: None

Comments:

1. The \$30,861 Federal grant amount represents a decrease of \$840 or 2.6% from the \$31,701 received for 1989-90.
2. Attachment 1 is the "Health Commission - Summary of Grant Request" for this Federal Grant.
3. Attachment 2 is the detailed grant budget provided by DPH for the projected 1990-91 expenditures for travel, training, and conferences for the Department's technical and administrative staff.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Grantor	State Dept. of Health Services	Division	Central Administration
Contact Person	Gary Miller	Section	
Address	714/744 P Street Sacramento, CA 95814	Contact Person	Raymond J. Baxter, Ph.D
		Telephone	554-2600
Amount Requested	\$ 30,861	Application Deadline	N/A
Term: From	10/1/90	To	9/30/91
Health Commission	January 8, 1990	Notification Expected	
	Board of Supervisors: Finance Committee		
		Full Board	

I. Item Description: Request to (apply for) (present and expand) 2 (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$30,861 from the period of 10/1/90 to 9/30/91 to provide health education materials, supplies and travel costs services for health administrative and technical staff.

II. Summary: (Concise summary of the project, including a brief description of the project and its objectives.) This allocation will assist with the coverage of health education, travel, training and workshop attendance costs incurred by the following departments: central administration, health education/promotion, public health field services, EMS, ATMS, MTA, service environmental health, senior services, family health, dental, disease control and the health centers.

III. Outcomes/Objectives:

IV. Effects of Reduction or Termination of These Funds:

	Col. A	Col. B	Col. C	Col. D	Ree. Match	Approved by
	Two Years Ago	First Year/Orig.	Proposed	Change		
Grant Amount	36,429	31,701	30,861	840		
Personnel						
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other			29,310			
Indirect Costs			1,543			
NT Data Percentage	N/A					
(Not included above)						
NT Personnel	N/A					
F/T CSC						
P/T CSC						
Contractual						

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: N/A

Will grant-funded employees be retained after this grant terminates? If so, How?

VIII. Contractual Services: Open Bid N/A Sole Source N/A

City and County of San Francisco

Department of Public Health

Attachment 2
Page 1 of 2

MEMORANDUM

DATE: January 17, 1991

THROUGH: Larry Meredith, Deputy Director of Business and Operations

TO: Neil Taniguchi, Board of Supervisors Budget Analyst

FROM: Geri Brown, Director of Contract Management & Compliance

SUBJECT: 314d State Preventive Health Grant Budget

Per your telephone conversation on January 17, 1991, attached is a report detailing our projected expenditures against the 314D Grant.

ADMINISTRATIVE AND OTHER SUPPORT SERVICES

\$18,517

1. Facility Manager will attend ..
training seminars. \$1,000
2. Personnel Director will attend
training seminars. \$1,000
3. Materials and supplies will
be purchased. \$6,000
4. Dues for Director in Association of
Bay Area Health Officers will be paid. \$7,500
5. Director will attend American
Public Health Conference. \$1,500
6. Toxics staff will attend various
training classes. \$1,517

PUBLIC HEALTH FIELD SERVICES

\$7,098

7. Nursing Director will attend Conference
of Public Health Nursing Directors. \$800
8. Staff members will attend California
Conference of Local Health Officers. \$1,500

- | | |
|--|---------|
| 9. Staff members will attend Conference of California Association of Public Hospitals. | \$1,200 |
| 10. Staff members will attend California Children's Services Training. | \$1,600 |
| 11. Staff members will attend American Public Health Association Conference. | \$1,200 |
| 12. Staff members will attend California Environmental Health Association's Symposium. | \$798 |

OTHER PUBLIC HEALTH RELATED SERVICES

\$3,703

- | | |
|--|-------|
| 13. Staff member will attend National Gay & Lesbian Task Force Conference. | \$700 |
| 14. Staff members will attend Conference on Children & Youth. | \$600 |
| 15. Staff members will attend Conference on Senior Citizens. | \$600 |
| 16. Staff members will attend Conference on the Homeless. | \$500 |
| 17. Staff members will attend Conference on the Medically Indigent. | \$500 |
| 18. Staff members will attend Conference on Discrimination Issues. | \$803 |

INDIRECT CHARGES

\$1,543

TOTAL GRANT BUDGET

\$30,861

Item 23 - File 153-90-8

Department: Department of Social Services (DSS)

Item: Resolution authorizing the Department of Social Services to apply for, accept, and expend a grant from the Federal Department of Health and Human Services, Office of Human Development Services.

Amount: \$766,842

Source of Funds: Federal Department of Health and Human Services

Term of Grant: September 30, 1990 through September 29, 1992

Required Match: DSS and the Mt. St. Joseph-St. Elizabeth agency are providing in-kind matches of \$168,755 and \$456,345, respectively.

Description: DSS has applied for and has been awarded \$766,842 in Federal Department of Health and Human Services grant funds to implement a multidisciplinary service program to prevent at-risk families with infant children from entering the conventional foster care system. The \$766,842 is intended to fund the proposed grant program for a period of two years, with a possible award of a continuation grant for a third year.

The proposed grant-funded program, to be known as the Transitional Residential Infant Program (TRIP), would provide an array of counseling, medical, and social services to families whose infant children are at-risk of being removed from the home by Social Service Workers because of parental drug/alcohol addiction. Such services would include drug counseling, parenting classes, family counseling, home management skills training, employment counseling, income maintenance services, and preventive prenatal instruction, as well as other support services in the home.

The proposed site for TRIP is the Mt. St. Joseph-St. Elizabeth agency's facility at 100 Masonic Avenue. Various community agencies will be located at the facility to provide the services mentioned above. According to Ms. Lillian Johnson of DSS, such services are intended to prevent the likelihood of future social service intervention, which may result in separation of the parent from the children to protect the welfare of the infant child or children.

DSS expects that TRIP will serve approximately 90 new families per year, and it expects that 80 percent of the families served during the first year will avoid further social

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BUDGET ANALYST

service intervention which would separate the child or children from the parent(s). DSS expects this percentage to increase to 90 percent during the second year of the program. DSS further expects that 90 percent of the infants served by the program will show quantifiable improvement in their physical and mental condition.

A contracted third-party will provide on-going evaluation to determine the effectiveness of the program's services.

Mr. Walter Maciak of DSS reports that the Department will receive the grant in two allocations, with the first allocation amounting to \$379,896. DSS has formulated the following proposed budget for TRIP for the period January 1, 1991 through September 29, 1991:

Personnel Services

0.5 FTE (4 months) Public Health Nurse, including Fringe Benefits (Work-Ordered to the Department of Public Health)	\$12,708
---	----------

Contractual Services

Don Cohon Project Consultant - The contractor would supervise the implementation of the project database, consult with TRIP staff about client families, work directly with difficult families, and analyze project data.	\$21,000
---	----------

U.C. Pediatrician/Neonatologist - The Pediatrician would review medical reports of infants and monitor overall health status of each infant referred	3,111
--	-------

Bruce Cooper, Database development and maintenance - The contractor would develop and implement the database and hardware for TRIP	3,000
--	-------

U.C. Early Parenting Program - The contractor will provide in-home support and instruction on parent-infant relations, substance abuse, nutrition, safety, and parental expectations	14,354
--	--------

Haight-Ashbury Free Clinic - The contractor will provide drug counseling and other related services to parents of families enrolled in TRIP.	17,510
--	--------

U.C. Clearinghouse for Drug-Exposed Infants - The Clearinghouse will function as the third-party evaluator.	47,267
---	--------

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Mt. St. Joseph - St. Elizabeth's Agency -

The contractor will provide parenting training, crisis intervention, family counseling, support groups, prenatal care instruction, home management skills training, and respite care.

\$167,488

Total contracts

\$273,730

Materials and Supplies

2,180

Travel

5,100

Conferences/Workshops/Training

6,000

Total budgeted expenditures through
9/30/91

\$299,718

Total Grant Allocation

379,896

Balance (Grant allocation less budgeted
expenditures)

\$80,178

Mr. Maciak states that due to delays in the completion of building renovations at the Mt. St. Joseph - St. Elizabeth agency's building, DSS has delayed the start-up of the program. The start-up delay has resulted in the occurrence of the balance of \$80,178 for the first year of the grant program. These funds would be applied to the second year of the program along with the second year allocation of \$386,946.

Comments:

1. DSS has prepared the attached Summary of Grant Request.
2. According to DSS, the Department did not solicit contractors for TRIP on a competitive basis. All of the contractors listed above contributed to the development of the grant proposal, and as such, these contractors were retained because of their extensive knowledge of the goals and objectives of TRIP.
3. According to DSS, the Department received notice of the availability of the grant funds in August of 1990, with three weeks to prepare and submit a grant application to the Department of Health and Human Services. DSS received notice of the grant award on October 5, 1990. Due to the short period before the application deadline, a resolution authorizing application for, and acceptance of the grant was not prepared and submitted to the Board of Supervisors before the Department submitted the grant application. Therefore

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the proposed resolution should be amended to allow the DSS to retroactively apply for and accept the grant funds.

4. The proposed resolution would authorize DSS to apply for, accept, and expend \$766,842 in grant funds from the Department of Health and Human Services. However, DSS will only receive an allocation of \$379,896 to cover the costs of the first year's operation. Therefore, the resolution should be amended to reduce the expend amount from \$766,842 to \$379,896 to reflect the first year's allocation. DSS could then submit a resolution during the second year to authorize expenditure of the remaining \$386,946.

5. Although the Federal Government allows indirect costs to be charged for this grant program, the Department did not include in the grant program budget an amount for indirect costs. If DSS had included the indirect costs in the grant program budget, the City would receive a total of \$36,516 over the two year grant period. However, the \$766,842 is the maximum amount the Department will receive for the grant program, and any amount allocated for indirect costs would have to come from the grant program budget, as presented above. DSS reports that reallocating the grant program budget to cover the indirect costs would reduce the level of program services that would be provided. DSS has requested and the Mayor's Office has granted a waiver from charging the City's indirect costs. The Budget Analyst believes that the decision as to whether or not indirect costs should be included in the grant program budget is a policy matter for the Board of Supervisors.

6. Ms. Lillian Johnson of DSS advises that because of the delays in renovations to the Mt. St. Joseph - St. Elizabeth agency's building, the TRIP Program will not be able to start until June 1, 1991.

- Recommendation:**
1. Amend the proposed resolution, by allowing DSS to apply for and accept the grant amount of \$766,842 retroactively, and by reducing the amount authorized for expenditure from \$766,842 to \$379,896.
 2. Authorization to exclude the indirect costs in the program budget is a policy decision for the Board of Supervisors.

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BUDGET ANALYST

Item No.: _____

SOCIAL SERVICES COMMISSION - SUMMARY OF GRANT REQUEST

Administration for Children,
Grantee Youth and Families
Grantee Contact Person Cecilia Sudia
Address Children's Bureau, Rm. 2818
P.O. Box 1182, Washington, D.C. 20013
Amount (Requested/Approved) \$766,842
Term From 09/30/90 To 09/29/92

DSS Program Family & Children Services
Program Contact Person Lillian Johnson
DSS Contract Manager Walter Maciak
Telephone (415) 557-5581

Source of Funds: Federal/State/Other Federal

Board of Supervisors: Finance Committee: Date: _____

I. Action:

Request to (apply for) (accept and expend) a (new) (continuation) (allocation) grant in the amount of
\$ 766,842 for the period beginning 09/30/90 to 09/29/92
to provide _____ services.

II. Purpose of grant: Provide services to maintain and/or reunify special needs infants
(drug/alcohol addicted HIV POSITIVE, AIDS or developmental problems) with their
biological parents or families

III. Outcomes/objectives: (including number of clients to be served)

1. Serve 90 families in one year.
1. 80% of all families served prior to having their infants removed from their
care will remain together.

IV. Effects of reduction/termination of these funds:

If funding is reduced, the project would be redesigned; if funding is terminated,
the project would end.

V. Expenditures:

	<u>Col. A</u> (Last Fiscal Year)	<u>Col. B</u> (Current Year if Any)	<u>Col. C</u> (Proposed)	<u>Col. D</u> (Change)	<u>Req. Match</u>
Grant Amount *	_____	_____	<u>\$379,896</u>	_____	_____
Personnel **	_____	_____	<u>12,708</u>	_____	_____
Equipment	_____	_____	_____	_____	_____
Contracts	_____	_____	<u>273,730</u>	_____	_____
Mat. & Supplies	_____	_____	<u>2,180</u>	_____	_____
Travel	_____	_____	<u>5,100</u>	_____	_____
Other	_____	_____	<u>6,000</u>	_____	_____
Indirect Costs	_____	_____	_____	_____	_____

* Balance of \$80,178 to carry forward into Year 2

VI. City Civil Service Personnel: ** Work Order with Dept. of Public HealthNo. & Class n/a

No. & Class _____

VII. Brief description of service to be purchased by contract:

A variety of contractors will offer at a single site drug counseling, parenting
classes, family counseling, home management skills training and employment coun-
seling.

VIII. Contractual Services: Open Bid Contractors participated in Grant Application.

Item 24 - File 172-90-32

Department: Department of Social Services (DSS)

Item: Resolution authorizing the execution of a contract between the City and the State of California's Department of Social Services to reimburse the City for Foster Family Home Licensing services.

Contract Amount: \$243,068

Contract Period: July 1, 1990 through June 30, 1991

Description: The State of California's Department of Social Services (State DSS) has contracted with DSS on an on-going basis to provide partial State reimbursement for the provision of foster family home licensing services to approximately 300 facilities. In 1989-90, DSS renewed 120 licenses, issued 53 new licenses, and terminated 89 existing licenses. Licensing services include:

- Providing information, assistance, and orientation for licensing Foster Family Homes;
- Conducting site inspections of Foster Family Home facilities;
- Assisting with license renewals;
- Investigating complaints and taking corrective action; and
- Performing other related licensing activities.

Comment: The State DSS reimburses the City for performing the above services up to a maximum amount determined by State budget appropriations. The maximum amount reimbursable by the State for fiscal year 1990-91 is \$243,068, a decrease of \$4,508 from the 1989-90 amount of \$247,576. The yearly estimated total cost to the City of providing these licensing services during 1990-91 is approximately \$438,116. The General Fund balance of the estimated DSS expenditures of \$195,048 (\$438,116 less estimated State revenues of \$243,068) has been approved in the 1990-91 budget. DSS budgeted \$239,629 in General Fund costs for 1989-90.

Recommendation: Approve the proposed resolution.

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BUDGET ANALYST

Item 25 - File 199-90-3

Department: Real Estate Department

Item: Resolution transferring jurisdiction of four parcels of City-owned property from the Office of the Mayor to the Department of Public Works

Locations: Assessor's Lot 6, Block 4720 located at 1 Cashmere Street
Assessor's Lot 7, Block 4710 located at 200 Cashmere Street
Assessor's Lot 7, Block 4714 located at 1030 Oakdale Avenue
Assessor's Lot 6, Block 4711 located at 100 Whitney Young Circle

Description: The Mayor's Office of Community Development (MOCD) has requested that administrative control of the four parcels described above, over which it has jurisdiction, be transferred to the Southeast Community Facility Commission under the Department of Public Works' Clean Water Program (DPW/CWP). MOCD has stated that the DPW's CWP, with guidance from the Southeast Community Facility Commission, is better able to administer the four properties. The Southeast Community Facility Commission is responsible for overseeing the operation of the Southeast Community Facility in the Bayview-Hunter's Point neighborhood. The Commission consists of seven members appointed by the Mayor.

According to MOCD, four buildings, located on the properties, had been previously renovated through Community Development Grants. A total of seven non-profit tenants presently hold leases with the City to occupy the four buildings consisting of three childcare centers and one community center.

Three childcare centers lease the spaces at 1 Cashmere Street, 200 Cashmere Street, and 1030 Oakdale Avenue for \$1.00 per year each. According to Mr. John Rathsam of the Department of Real Estate, the leases specify that the three childcare centers are each responsible for the utilities and maintenance of the facilities.

The facility located at 100 Whitney Young Circle, known as the Earl P. Mills Community Center is presently leased by the remaining four tenants. The annual rental amounts paid to the City by these four tenants are shown below:

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Whitney Young Child Development Center	\$1,200
Jamestown Learning Center	2,400
Bayview Repertory Theater Company	1,200
Children's Council of San Francisco	<u>900</u>

Total Annual Lease Revenues \$5,700

The City is responsible for all associated maintenance costs of the Earl P. Mills Community Center. The Mayor's Office, for 1990-91, has budgeted \$52,201 in General Fund monies to pay for janitorial, security, scavenger, and utility services.

The Department of City Planning reported on November 9, 1990 that the transfer of the properties from the MOCD to DPW is in conformance with the Master Plan and consistent with the eight priority policies of Planning Code 101.1.

Comment:

The associated maintenance costs for the Earl P. Mills Community Center would be transferred to DPW's CWP. According to Mr. Alex Pitcher of CWP, MOCD presently workorders General Fund monies to the CWP's budget to pay for janitorial costs at the Community Center. Other maintenance costs are paid for directly by MOCD. Mr. Pitcher further advises that DPW's CWP will request sufficient General Fund monies in the 1991-92 budget to pay for the associated maintenance costs of the Earl P. Mills Community Center.

Recommendation: Approve the proposed resolution.

Item 26 - File 200-91-1

Department: Department of Public Works (DPW)

Item: Resolution to apply for an Energy Conservation Loan

Loan Amount: \$1,327,013

Source of Loan: California Energy Commission (CEC)

Loan Period: 6.5 years

Project: Energy Conservation Measures in the proposed New Sheriff's Facility and the Hall of Justice

Description: The proposed loan would pay for Energy Conservation Measures (ECM) in the New Sheriff's Facility and the Hall of Justice. The loan payments would be less than or equal to the avoided energy costs in the facilities for the period of the loan according to the Public Utility Commission's (PUC) Bureau of Energy Conservation. The loan amount would be \$1,327,013 and the annual energy savings resulting from the EMC are estimated at \$204,156.

The proposed loan would provide for the purchase of new air conditioning cooling machinery for the Hall of Justice to replace machinery that is worn out and would be even more overtaxed when the proposed new Sheriff's Facility is connected to the existing Hall of Justice air conditioning system.

Comments:

1. Mr. Richard Evans of the DPW reports that budget details for the proposed ECM will be made available when the DPW returns to the Board of Supervisors requesting to accept and expend the loan funds.
2. Mr. Evans further reports that the interest rate for the loan will be known when the Department actually applies for the loan.

Recommendation: Approve the proposed legislation.

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Item 27 - File 64-90-8

Note: This item was continued at the October 24, 1990 Finance Committee Meeting.

1. This is a hearing to consider the Budget Analyst's report on City lease agreements.

2. The attached report was compiled using lease information, completed through August of 1990, provided by the Department of Real Estate, the Airports Commission, the Public Utilities Commission, the Department of Recreation and Park, the Port, the Housing Authority and the Redevelopment Agency.

3. The report contains lease information for those leases to which the City is party either as lessee or as lessor. The City is the lessee in 165 leases, resulting in \$11,317,759 of annual expenditures and is the lessor in 502 leases resulting in \$107,106,384 of annual revenues.

<u>Department</u>	<u>City as Lessee</u>		<u>City as Lessor</u>	
	<u># of Leases</u>	<u>Annual Cost to the City</u>	<u># of Leases</u>	<u>Annual Revenues to the City</u>
Real Estate	162	\$10,865,623	109	\$13,743,880
Airports Commission	0	0	72	62,259,869
Public Utilities Commission	0	0	91	3,662,364
Rec/Park	0	0	55	11,519,691
Port of San Francisco	0	0	140	13,416,533
Redevelopment Agency	<u>3</u>	<u>452,136</u>	<u>35</u>	<u>2,504,047</u>
Total	165	\$11,317,759	502	\$107,106,384

The attached report also contains listings of properties formally declared surplus, dormant properties, and reported subleases of City property.

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BUDGET ANALYST

LEASE REPORT

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Attachment

DEPARTMENT OF REAL ESTATECity as Lessee

<u>Location</u>	<u>Lessee</u>	<u>Lessor</u>	<u>Use</u>	<u>Annual Rental</u>
501 Army St. Pier 80	Aggr./Wis. & Meas.	Port of S.F.	Offices	\$ 18,636
S.F. Airport, Plots 11 & 11A	Aggr./Wis. & Meas.	CA Stevedore, & Ball. Co.	Truck Storage	0
534 Walnut, San Bruno	Airport	Northwest Airlines	Parking	308,543
2260 Rollingwood, San Bruno	Airport		Noise Monitoring Equipment	600
408 Parkway, So. San Francisco	Airport		Noise Monitoring Equipment	120
204 Pinhurst, So. San Francisco	Airport		Noise Monitoring Equipment	600
714 Easton, San Bruno	Airport		Noise Monitoring Equipment	120
65 Capay Circle, So. S.F.	Airport		Noise Monitoring Equipment	960
461 Kings Rd., Brisbane	Airport		Noise Monitoring Equipment	120
203 Aviator, Millbrae	Airport		Noise Monitoring Equipment	600
891 Hillcrest, Millbrae	Airport		Noise Monitoring Equipment	120
1620 Granada, Burlingame	Airport		Noise Monitoring Equipment	120
1804 Devereaux, Burlingame	Airport		Noise Monitoring Equipment	120
1601 Beach Park, Foster City	Airport		Noise Monitoring Equipment	120
560 Pullman, Hillsborough	Airport		Noise Monitoring Equipment	120
825 Parkway, So. S.F.	Airport		Noise Monitoring Equipment	12
460 Carlton, So. S.F.	Airport		Noise Monitoring Equipment	120
3700 Callan, So. S.F.	Airport		Noise Monitoring Equipment	120
753 Del Monte, So. S.F.	Airport		Noise Monitoring Equipment	120
75 Margate, Daly City	Airport		Noise Monitoring Equipment	120
635 Hickey, Pacifica	Airport		Noise Monitoring Equipment	120
Bellevue/Pope, Daly City	Airport		Noise Monitoring Equipment	120
201 Santa Dominga, San Bruno	Airport		Noise Monitoring Equipment	120
San Bruno Mountain	Airport	Telecommunications, Inc.	Noise Monitoring Equipment	3,372
25 Van Ness Avenue	Art Commission	Bay West Investors	Offices	84,870

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<u>Location</u>	<u>Lessee</u>	<u>Lessor</u>	<u>Use</u>	<u>Annual Rental</u>
25 Van Ness Avenue Park Merced Shopping Center Seawall Lot 344	Art Commission CAO CAO	Bay West Investors Park Merced Port of S.F.	Offices Recycling Center Recycling Center	\$ 20,658 1 11,616
1390 Market St.	City Attorney	Cal Fox, Inc.	Offices	218,952
1390 Market, Mezzanine	City Attorney	Cal Fox, Inc.	Offices	178,632
44 Gough	Civil Service	Tadan Investment	Offices	371,256
25 Van Ness Avenue	Comm. on Aging	Bay West Investors	Offices	67,380
1212 Market St., portion of 1st Floor	Controller	Graham Invest.	Offices	20,796
160 South Van Ness Ave.	Controller	Harlee, Inc.	Offices	119,700
25 Van Ness, 5th Floor	Controller	Bay West Investors	ISD Offices	39,888
1155 Market St., 6th & 9th floor	Controller	Skyline Holdings	Offices	168,792
Tahoe City, California	County Clerk	Heart of CA Corp.	Storage of Microfilm	960
1095 Market St., Rooms 201 & 202	Delinquency Prev.	Grant Bldg. 6	Offices	6,600
291 - 10th St., Entire Building	District Attorney	10th St. Investors	Family Support Bureau	559,680
732 Brannan Street	District Attorney	Wolfe, et. al.	Consumer Fraud and Special Prosecution Divisions	100,008
920 Sacramento St.	District Attorney	Cameron House	Desk Space	0
1292 Potrero Avenue	District Attorney	Episcopal Bishop of CA	Office	0
Boji Building, 555 California/	Dept. of Electricity	CA St. Partners	Base Relay Radio Station for SFPD	
Roof Top Space				6,696
Presbyterian Hospital (now Pacific Presbyterian)	Dept. of Electricity	Pacific Medical Center	Emergency Communications Equipment	
100 Van Ness Ave.	Dept. of Electricity	CSAA	Emergency Communication Equipment (One antenna)	12
100 Fort Blvd.	Dept. of Electricity	Park Merced Corp.	Public Safety Radio Communications Equipment	12
Cow Palace	Dept. of Electricity	State of CA	Communications Equipment	12
1360 Mission St.	Health Dept.	Villo Properties	Employee Assistance Prog.	31,332
300 Bennington, First Floor	Health Dept.	Fogarty	Health Center	6,000
3901 & 3905 Mission St./				
200, 226 College Ave.	Health Dept.	Diodati	Geriatric Clinic	38,878
3911 Mission St.	Health Dept.	Giovacchino & Diodati	Mental Health Center	18,128
1548 Stockton St.	Health Dept.	Choi	N.E. Mental Health Outpatient Clinic	89,599
1182 Market, Rm., 205	Health Dept.	Milton Meyer & Co.	Admin. Offices	5,834
1182 Market S., Rm., 207 & 208	Health Dept.	Milton Meyer & Co.	Admin. Offices	6,497
1182 Market St., Suite 204	Health Dept.	Milton Meyer & Co.	Eldercare Program	23,160

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<u>Location</u>	<u>Lessee</u>	<u>Lessor</u>	<u>Use</u>	<u>Annual Rental</u>
1182 Market St., Rooms 411 & 412	Health Dept.	Milton Meyer & Co.	Geriatric Services	\$ 5,040
1182 Market St., Rm. 201	Health Dept.	Milton Meyer & Co.	Central City St. Unit	2,520
1182 Market St., Suite 320	Health Dept.	Milton Meyer & Co.	Sr. Citizens Info. & Ref.	21,360
759 So. Van Ness	Health Dept.	AIM Development Corp.	Children's Outpatient	58,899
444 Sixth St.	Health Dept.	Bramat Co.	Substance Abuse	23,202
2335-2339 Ocean Avenue	Health Dept.	Pelton	IngleSide Mental Health	34,227
10 - 29th St., 2nd Floor	Health Dept.	Maisels	Bayview Mental Health	14,801
755-761 So. Van Ness Ave., Ground Floor	Health Dept.	AIM Development Corp.	Mission Mental Health Clinic	58,899
755-761 So. Van Ness, 2nd Floor	Health Dept.	AIM Development Corp.	Clinic	57,129
240 Shotwell St.	Health Dept.	Mission Area Health Assoc	Mission Neighborhood Health Center	31,884
2001 Van Ness Ave., 3rd Floor	Health Dept.	Aslorian/Kaliski	Center for Special Problems	252,546
615 Grant Ave., 2nd Floor	Health Dept.	Leung	Mental Health Clinic	44,635
615 Grant Avenue, 3rd Floor	Health Dept.	Leung	Chinatown After-Care Center	44,123
615 Grant Ave., 4th Floor & portion of 3rd Floor	Health Dept.	Leung	Mental Health Clinic	44,414
615 Grant Ave., 5th Floor	Health Dept.	Sinclair Louie, et. al.	Chinatown Child Dev. Center	59,040
298 Monterey Blvd.	Health Dept.	Powell	Mission Mental Health	28,417
4190 Mission St., Ground Floor	Health Dept.	Matulich Investment	S.E. Outpatient Mental Health	33,610
471 Jessie St., 2nd & 3rd Floors	Health Dept.	Susan Moxon	Mental Health Center	41,868
471 Jessie St., Ground Floor	Health Dept.	Susan Moxon	Sub-Payee Program	24,588
111 Potrero Ave.	Health Dept.	111 Potrero Partnership	Mental Health Clinic	60,513
55 Jones St., 3 Basement Rooms	Health Dept.	St. Anthony Clinic	Tuberculosis Clinic	1,020
1386 Howard St., Entire 2nd through 5th Floors	Health Dept.	Robert and Vera Cort	Administrative Offices Community Mental Health, Substance Abuse Environmental Inspection Division & Computer Operations Ctr.	710,177
25 Van Ness Ave., Portions of 5th and 6th Floors	Health Dept.	Bay West Investors	Administrative, Research and Surveillance offices for the Department of Public Health's AIDS Program	264,927
528 Jackson St.	Health Dept.	Metropolitan Parking	Parking	2,400
1182 Market (Room 209)	Health Dept.	Milton Meyer	Sr. Citizen Services	2,820
3126 - 22nd St.	Health Dept.	St. John's Church	Baby Clinic	2,200
1372 Mission St., 1st Floor	Health Dept.	Vlio Properties	AIDS Counseling	22,680
1212 Market St., Lower Arcade, Suite D	Health Svc. Syst.	Graham Investment	Storage space	3,036

BOARD OF SUPERVISORS
BUDGET ANALYST

Location	Lessee	Lessor	Use	Annual Rental
1155 Market St., 3rd Floor	Health Svc. Syst.	Confidential Savings	Offices	\$ 103,176
19th & Lexington - Portion Ground Flr.	Hech Helchy	PG&E	DC. Conversion Facility	11,952
222 Leidesdorff Street,				
Portion Ground Floor	Hech Helchy	PG&E	DC Conversion Facility	10,260
58 - 8th Street	Hech Helchy	The Parking Place	Parking - Bureau of Light, Heat & Power	2,340
1095 Market St., 5th Floor	Human Rights	1095 Market St. Assoc.	Offices	
Portion of 4th Floor				74,880
45 Leland Avenue	Library	Chau	Visitation Valley Branch	17,964
2434 San Bruno Ave.	Library	Gill, et. a.	Portola Branch	11,904
653 Chenery Street	Library	Tietz	Glen Park Branch	14,040
387 Ashton Ave.	Library	Soldavini	IngleSide Branch	6,300
111 Broad Street	Library	Stratigos Reel Properties	Ocean View Branch	7,056
701 Frederick Street	Mayor's Office			
	of Housing	SFUSD	Low and Moderate Housing Office	0
10 UN Plaza Suites 600 & 480	MOCD and MOH	Home Savings	Office Space	130,956
3000-3rd Street - Entire Block	Muni	Avis Rent-a-Car	Bus Maintenance Facility	137,220
23rd & Illinois Sts.	Muni	Harrigan Weidenmuller Co.	Warehouse and Parking	248,772
Boja Building, 555 California St./	Muni	555 CA St. Assoc.	Antenna/transmitter for Muni Voice	
Roof Top Space			Communication	6,696
Bryant & Division Sts.	Muni	State of CA	Storage of Trolley Poles	6,900
1399 Marin St.	Muni	Port of S.F.	Warehouse	17,308
5200 Geary St., 3rd Floor and Roof	Parking Authority	Merrill Reese	Parking - 96 Stalls	11,586
Laguna Honda School Yard				
- 1350 - 7th Ave.				
Lombard/Fillmore Streets	Parking Authority	SFUSD	Parking	9,985
6th & Ahern Streets	Parking Authority	SFUSD	Off-street parking	127,610
450 - 7th Street	Police Dept.	State of CA	Parking, Emergency Vehicles	20,844
Pier 70	Police Dept.	General Services Admin.	Parking, Emergency Vehicles	47,472
1049 Market St.	Police Dept.	Port of S.F.	Tow Car Storage/Auto Dismantling Center	481,539
1380 Phelps St.	Police Dept.	1049 Market St. Assoc.	Senior Escort Program	30,780
948 Pacific Avenue	Police Dept.	DPW - Clean Water.	Senior Escort Program	3,672
1240 Fillmore St.	Police Dept.	Louie	Senior Escort Program	10,800
Sutro Tower	Police Dept.	Royal Ada Arms	Senior Escort Program	6,840
1815 Egbert St.	Police Dept.	Sutro Tower, Inc.	Radio Telecommunications	6,744
1475 Mission St.	Police Dept.	S.F. Housing Authority	Offices	0
	Police Dept.	Lowenberg Corp.	Garage/Tow-Car Operation	359,810

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Location</u>	<u>Lessee</u>	<u>Lessor</u>	<u>Use</u>	<u>Annual Rental</u>
Hunters Point Navy Annex, Bldg. 128	Police Dept.	U. S. Navy	Confiscated Auto Storage	\$ 12,000
319 Clementina	Police Dept.	TODCO, Inc.	Sr. Escort	1,800
1155 North Gertrude Street, Stockton, CA	Port	Stockton Terminal Corp.	Annex to S. F. Port Facilities	1
25 Van Ness Ave., Portion of 1st and 2nd Floor	Pub. Admin/Guard	Bay West Investors	Offices	95,076
25 Van Ness Ave., Suite 310	Pub. Admin/Guard	Bay West Investors	Offices	18,696
1155 Market Street	PUC	Continental Savings	U.E.B./Heich Helchy Offices	665,368
1155 Market Street	PUC	Continental Savings	Personnel Training Offices	212,484
100 McAllister St.	PUC	Hastings College	Offices	20,676
414 Mason St., Rooms 201 and 501	PUC	Native Sons Bldg.	B.M.I.S. Offices	72,948
414 Mason St., Room 502	PUC	Native Sons Bldg.	B.M.I.S. Offices	28,080
1155 Market, 1st Floor	PUC	Skyline Holdings	UEB Offices	46,500
100 McAllister	PUC	Hastings College	Offices	24,000
555 - 7th St.	Public	Defender Hamrol	Offices for Public Defender, County Parole, Office of Citizens Complaints, and Sheriff's Training Unit	706,392
1975 and 1999 Bryant St.	DPW	Keeney	Traffic Sign Warehouse and Shop	98,460
Army & DeHaro Sts.	DPW	PG&E	Storage and equipment and road materials	39,600
Tahoe City, California	DPW	Heart of Calif. Corp.	Storage of Microfilm	1,200
Broadway and Embarcadero	DPW	Port of S.F.	City sidewalk purposes	0
1170 Market, 7th Floor	DPW	PG&E	Offices	65,796
1550 Evans St.	DPW	Morgan Equipment Co.	Cleanwater Offices	403,830
25 Van Ness, #400	Real Estate	Bay West Investors	Offices	64,488
Tahoe City, California	Recorder	Heart of Calif. Corp.	Storage of Microfilm	4,650
E. Selby between Quesada & Palou Sts., Block 5331, Lot 56	Rec. & Park	State of CA	Mini Park	25
Presidio	Rec. & Park	U.S. Army	Parking for Palace of Fine Arts (used jointly with Army)	0
Valencia St. between 13th & 14th Sts.	Rec. & Park	Levi Strauss	Playground	0
SE Tocoloma & Lathrop Avenues	Rec. & Park	Sunset Scavengers	Playground	0
SW Palou & Phelps Sts., Block 5329, Lot 1	Rec. & Park	Southern Pacific	Mini Park	1
133 Golden Gate Avenue	Rec. & Park	St. Boniface Neigh. Cnt. Inc.	Tenderloin Outreach Program	28,176

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Location</u>	<u>Lessee</u>	<u>Lessor</u>	<u>Use</u>	<u>Annual Rental</u>
705 Natoma St.	Rec. & Park	Canon Kip	Recreation Program for School Age Youth	\$ 1
195 Kiska Road	Rec. & Park	S.F. Housing Authority	Recreation Center	1
25 Van Ness Ave., Suite 320	Rent Board	Bay West Investors	Offices	91,313
50 - 8th Street	Retirement Syst.	The Parking Place	Parking	5,460
1155 Market St., 2nd Floor	Retirement Syst.	Continental Savings	Offices	188,688
1212 Market, basement	Retirement Syst.	Graham Invest.	Storage	10,272
1155 Market (3rd Floor)	Retirement Syst.	Skyline Holdings	Offices	100,284
444 - 6th St., (Half of Bldg.)	Sheriff's Dept.	Bramral Co.	Prisoner Services	23,202
505 - 7th St.	Sheriff's Dept.	Rabin	Training Unit	6,000
190 - 10th St.	Sheriff's Dept.	Pub. Storage Inv. 12	Storage Services Center	3,012
Block 3513, Lot 74, between Valencia & Stevenson Sts. near Duboce St.	Social Services	State of CA	Off-Street Parking	22,596
13th St. & So. Van Ness Ave,	Social Services	State of CA	Off-Street Parking	19,200
Block 3531, Portion Lot 5	Social Services	WHERCO, Inc.	Offices	240,036
1625 Van Ness Ave.	Social Services	Eden & Eden	Offices, Food Stamps	932,040
1440 Harrison St. (Harrison School)	Superior Court	Youth for Service	Youth Service Center	16,446
25 14th Street	Superior Court	John Filippello	Storage	3,348
44 Page Street	Tax Collector	Bay West Investors	Offices (Business Tax Section)	97,416
25 Van Ness Ave., 2nd Floor	Traffic Comm.	Bay West Investors	Offices	73,500
25 Van Ness, #410, 8th Floor	Traffic Comm.	John Jweinat	Parking Lot	3,600
2815 Diamond	Water Dept.	Port of S.F.	Operations area and workshop for Water Department Inspectors	9,576
Pier 33 - Portion	Water Dept.	Motorola, Inc.	Antenna Site	1,800
Monument Ridge	Water Dept.			
Total				<u>\$10,865,623</u>

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment

DEPARTMENT OF REAL ESTATECity as Lessor

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
398 Quint St.	All Auto Dismantlers	Auto Wreckers	\$ 40,800
Polk/Bush Sts.	All Right Parking	Parking Lot	24,000
Performing Arts Garage	Allen & Jane Kimball	Restaurant	35,280
Valencia/Stevenson Sts.	Annunciation Greek Ortho. Cathedral	Parking Lot	1,200
Portola Dr./Woodside Ave.	B.P. Oil Co.	Gas Station	27,000
Arlington/Bosworth	BART	Parking Lot	0
5 Napoleon St.	Bayside Auto & Truck Sales	Storage	5,220
Farmer's Market	Bernal Recycling Center	Collect recyclable items	12
1050 McAllister Street	Booker T. Washington Community Service Center	Community Center	12
Moscone Garage	Budget Rent-A-Car	Car rental	24,984
1030 Oakdale Ave.	CA Assoc. for Health Ed., Employment and Dignity, Inc. (CAHEED)	Child Care Center	1
18th/Indiana Streets	Ceiling Systems Supply	Storage	3,360
City Hall/Recorder's Office, Rm. 167	Chicago Title Co.	Desk space	1,140
Marshall Square	City Parking Co.	Parking lot	108,000
City Hall, Recorder's Office, Rm. 167	Civic Center Holding Co.	Desk Space	3,000
Civic Center Plaza	Civic Plaza Parking Corp.	Parking facility	777,000
City Hall/Recorder's Office, Rm. 167	Commonwealth Title Co.	Desk space	1,140
City Hall/Recorder's Office, Rm. 167	Continental Land Title Co.	Desk space	780
1150 Phelps Street	Decorative Plant Service	Greenhouse	110,400
5th/Mission Sts.	Downtown Parking Corp.	Parking facility	593,000
San Mateo Co. Hidden Valley Ranch	Eclectic Comm., Inc.	Training Facility	96,000
123 O'Farrell St.	Ellis/O'Farrell Parking Corp.	Parking Garage	824,000

BOARD OF SUPERVISORSBUDGET ANALYST

Location	Lessee	Use	Annual Rental
Grove St., Performing Arts Center Garage	Five Star Parking	Parking Facility	\$ 550,000
1800 Oakdale Ave.	Far West Lab	Child Care Facility	12,000
City Hall/Recorder's Office, Rm. 167	Fidelity National Title Co.	Desk space	780
City hall, Recorder's Office, Rm. 167	First American Title Co.	Desk Space	1,980
255 3rd St./Moscone Garage	Five Star Parking	Parking Facility	579,000
Lombard St. - Garage	Five Star Parking	Parking Facility	120,000
Moccasin, CA	Robert Fleming	Grocery Store	2,760
City Hall/Recorder's Office, Rm. 167	Founders Title Co.	Desk space	2,250
Army St. between 3rd St. &			
Bayshore Blvd.	Gannett Advertising	Billboards	1,000
Polk/Bush	Gannett Advertising	Billboards	10,000
S.F. General Hosp., Bldg. 40	J. David Gladstone Foundation	Health Purposes	12
1399 Marin St.	Glesby Wholesale	Warehouse	54,000
7th & Harrison	Golden Gate Parking Co.	Parking Garage	168,000
Polk/McAllister Sts.	Golden Gate Parking Co.	Parking Garage	108,000
Golden Gateway, Washington &			
Battery Sts.	Golden Gate Parking Co.	Parking Garage	2,280,000
St. Mary's Square Garage	Charles Hao	Mail Box Rentals	59,100
Twin Peaks Christmas Tree Point	Housing Authority of S.F.	Radio Station	12
Moscone Garage Comm. Space #1	Thomas Lenhi	Bon Jour Cafe	3,996
Moscone Garage, Comm. Space #2	Martin Lu	Restaurant/Sushi Bar	6,300
Portion of Channel Street	Macor, Inc.	Storage, parking	125,028
Hall of Justice, 850 Bryant St.	Meeds Cafeteria	Cafeteria	67,032
St. Mary's Garage - 433 Kearney	Metropolitan Parking Corp.	Parking Garage	896,431
California/Pine Streets	Metropolitan Parking Corp.	Parking facility	720,000
Vallejo Street Garage, 766 Vallejo St.	Metropolitan Parking Corporation	Parking facility	360,000
1415 Scott St.	Midtown Park Apartments Corp.	Apartments	0
350 O'Shaughnessy	Miraloma Park Improvement Assoc.	Parking	1
1300 4th Street	Missionaries of Charity	Kitchen	1
1790 Evans Avenue	M & M Auto Wreckers	Auto Wreckers	15,000
Portsmouth Square	North Center Parking Corp.	Parking Facility	1,118,000
Modesto, Stanislaus County, CA	Michael O'Brien	Parking	3,000
Fresno County, Fuhrman Bequest	Oil Well Service Co.	Field Office and Grazing	2,760
Treat Avenue bet. 18th & 19th. St.	P. G. & E.	Parking storage	39,000

BOARD OF SUPERVISORS
BUDGET ANALYST

Location	Lessee	Use	Annual Rental
701 Frederick St.	Pickle Family Circus	Practicing Facility, Offices	\$ 1
Mason & Broadway	Pineview Housing Corp.	Housing	1
701 Frederick St.	Poly High	Housing	0
Kern County, Fuhrman Bequest	Herb Queen	Grazing	1,320
City Hall/Recorder's Office, Rm. 167	San Francisco Banner	Desk Space	720
1200 Phelps	S.F. Comm. College District	Class Rooms	150,334
255 3rd St. Moscone Garage	S.F. Convention Facilities	Storage	3,000
Halldie Plaza	S.F. Convention & Visitors Bureau	Visitors Bureau	1
Toland and Jerrold	S.F. Market Corporation	Produce Market	0
S.E. Community Center, 1400 Phelps	S.F. Police Dept.	Office - St. Escort	3,672
Twin Peaks, Christmas Tree Pt.	S.F.U.S.D.	Radio Equipment	12
1660 Geary Blvd., Japan Center	S.F. Western Addition Parking	Parking Facility	451,000
City of Modesto, Parcel #675	Shadow Brook Properties	Landscape	3,000
Kern County, Fuhrman Bequest	Shell California Production Inc.	Oil & Gas	342,000
San Joaquin County A.P.			
Nos. 251-160-6 & 7	State of CA	State Park	3,600
Camp Mather	Strawberry Bluegrass Festival	Residential Cottage	750
35 Onondaga Avenue	St. Mary's Hospital	Health Care	1
Moccasin Creek, Tuolumne County	State of California	Fish Hatchery	0
Palo Alto Ave.	State of California	Communications site	2,075
City hall, Recorder's Office, Rm. 167	Stewart Title Co.	Desk Space	1,500
Moscone Garage, Commercial			
Space #2			
Portola/O'Shaughnessy,	T.A. Fruits & Vegetable	Fruit Stand	20,616
Bakersfield, Kern County, CA	Taldan Investment Co.	Landscaping	500
City Hall/Recorder's Office, Rm. 167	Terra Oil Co.	Oil and Gas	600
City Hall/Recorder's Office, Rm. 167	The Recorder	Desk space	1,140
City Hall/Recorder's Office, Rm. 167	The Recorder	Desk space	720
71 Stevenson St.	Ticor Title Insurance & Trust Co.	Desk space	1,800
City Hall/Recorder's Office, Rm. 167	Tishman Stevenson	Plaza	4,800
City Hall/Recorder's Office, Rm. 167	Title Court Service	Desk space	1,080
City Hall/Recorder's Office, Rm. 167	Transamerica Title Insurance Co.	Desk space	780
City Hall/Recorder's Office, Rm. 167	TRW Information Services	Desk space	1,140
City Hall/Recorder's Office, Rm. 167	U.S. Government (Customs)	Communications	2,400
Twin Peaks	U.S. Government (AT & F)	Communications	2,400
Twin Peaks	U.S. Gov't (FBI)	Communications	4,800
Twin Peaks			

BOARD OF SUPERVISORS

BUDGET ANALYST

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
Lombard Garage	U.S. Post Office	Post Office	\$ 334,632
Napoleon St.	U.S. Post Office	Post Office parking	5,400
City Hall, Rm. 165, S.F.	U.S. Post Office	Post Office	1
Moccasin, Tuolumne Co.	U.S. Post Office	Post Office	1,320
S.F. General Hospital Bldg. 20	University of California	U.C. Dental Clinic	12
- Wards 21-23 + basement			
S.F. General Hospital, Bldg. 40,	University of California	Liver Center	12
Ward 41			
S.F. General Hospital, Bldg. 30,	University of California	Arthritis Center	12
Ward 33			
S.F. General Hospital, Bldg. 30,	University of California	Infectious Diseases	17,532
Ward 34	University of California	Gallo Research Center	57,660
S.F. General Hospital, Bldg. 1, Flr. 1			
Rm. 4M50 & 4M52	University of California	Ernest Gallo Clinic	1,642
S.F. General Hospital, Bldg. 40,			
Ward 41	University of California	Nutrition Center	18,216
S.F. General Hospital	University of California	Electrical System	12
S.F. General Hospital, Bldg. 1,			
Ground Floor	University of California	Lung Biology Lab. 11/1/87	24,816
S.F. General Hospital, Bldg. 3,			
Basement	University of California	Storage	0
S.F. General Hosp, Bldg 1	University of California	Nuclear Waste Site	0
S.F. General Hosp. Bldg. 100	University of California	Medical Research Center	19,864
Sutter/Stockton	Uptown Parking Corporation	Parking Facility	2,267,000
255 Woodside Avenue	Viacom Cablevision	Cable - right-of-way	0
Laguna Honda Hospital	Viacom Cablevision	Satellite Dishes	8,000
50 Raymond Avenue	Visitation Valley Community Ctr.	Rec/Health Center	12
1715 Yosemite Avenue	Young Community Developers	CETA Training	12
Kern County, Fuhrman Bequest	Zalba & Azparren	Grazing	160
Total			<u>\$13,743,880</u>

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment

AIRPORTCity as Lessor

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
S.F. International Airport	Twenty six airlines	Airline passenger services & operations	\$22,289,545
S.F. International Airport	American Airlines	Hangar space	1,148,800
S.F. International Airport	American Airlines	Maintenance	7,000
S.F. International Airport	Butler Aviation	Aircraft storage and service	84,400
S.F. International Airport	Chevron Corporation	Fuel Tanks	2,001
S.F. International Airport	Continental Airlines	Cargo space	174,496
S.F. International Airport	Delta Airlines	Cargo and hangar space	314,200
S.F. International Airport	Japan Air Lines	Cargo space	99,375
S.F. International Airport	Northwest Airlines	Cargo space	840,260
S.F. International Airport	Northwest Airlines	Maintenance	308,210
S.F. International Airport	Northwest Airlines	Maintenance	333
S.F. International Airport	Pan American World Airways	Hangar space	467,600
S.F. International Airport	Pan American World Airways	Training center	71,225
S.F. International Airport	Shell Oil Company	Fuel Tanks	21,688
S.F. International Airport	Trans World Airlines	Hangar space	7,156
S.F. International Airport	United Air Lines	Maintenance	2,120,551
S.F. International Airport	United Air Lines	Aircraft Parking	14,775
S.F. International Airport	United Air Lines	Service Center Area	286,440
S.F. International Airport	United Air Lines	Cargo space	364,794
S.F. International Airport	United States Postal Service	Mail Facility	97,495
S.F. International Airport	Tele-Trip	Insurance and business services	25,157
All Terminals	Host International	Sale of meals and commissary	2,150,000
All Terminals and Plot 11C	Hilton Hotel	Lodging	50,000
Plot 2	Lakeshore Liquors	Sale of Californian Products	171,511
North Terminal			

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
All Terminals	Amlock	Luggage Storage and Lockers	\$ 213,635
International Terminal	Hansen's Great Hair Cuts	Hair Salon	6,251
International Terminal	Deak International	Currency Exchange	740,000
North Terminal	Duty-Free Shoppers	Duty-Paid Merchandise	1,367,237
International Terminal	Duty-Free Shoppers	Duty-Paid Merchandise	1,010,780
South Terminal	Host International	Sale of Merchandise	2,945,629
North Terminal	Clayborne-Stafford	Sale of Merchandise	51,561
South Terminal	Shoeshine Unlimited	Shoeshine Stand	57,512
North and South Terminals	American Express	Automated Teller	25,200
All Terminals plus McDonnell Roadway	Bank of America	Bank	185,107
North Terminal	S.H.A.	Video Game Room	122,656
Terminal Exit Roadway	Chevron	Service Station	72,000
North Terminal	Tan Enterprises	Sale of Packaged Seafood	83,539
North Terminal	North Terminal Shines	Shoeshine Stand	86,400
North Terminal	SFO News/Western Motives	Newstand	159,543
North Terminal	Host International	Bookstore	2,030,000
International Terminal	Duty Free Shoppers, Inc.	Candy Store	66,303
SFO International Terminal	Allders Intl. USA, Inc.	Duty-free concession	20,125,000
North Terminal	Host International	Gift Store	1,305,000
International: North Terminals	Kyo M. Ahn	Cigarette Vending	7,511
North Terminal	ABC Cigar	Candy Store	316,825
North Terminal	EFS	Stationary Store	60,168
North Terminal	Host International, Inc.	Pacific Film Merchandise	105,000
Total			<u>\$62,259,869</u>

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment:

PUBLIC UTILITIES COMMISSIONAgricultural LeasesCity as Lessor

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
Santa Clara County	Bohan, Jack L.	Grazing	\$ 1,072
Alameda County	Davilla and Fields	Grazing	14,325
Alameda County	Dell, Franklin H.	Grazing	2,400
Alameda County	East Bay Regional Park	Regional Trail & Park	18,050
Alameda County	Garcia, Stanley	Grazing	16,802
Alameda County	Mendoza, Richard	Grazing	3,552
Alameda County	Nagata Farm	Strawberries/related crops	6,825
Alameda County	Olney, Boyd M., Jr. dba Four Bar Cattle	Grazing	141,840
Alameda and Santa Clara Counties	Olney, Boyd M., Jr. dba Four Bar Cattle Co.	Grazing	51,000
Alameda County	Olney, Boyd M., Jr. dba Four Bar Cattle Co.	Grazing	52,860
Alameda County	Olney, Boyd M., Jr. dba Four Bar Cattle Co.	Grazing	30,000
Alameda County	Ornelas Ranches	Grazing	31,500
Alameda/Santa Clara Counties	Naka Nursery, Inc.	Agric. Nursery	12,311
Alameda County	Pacific Nurseries	Nursery	5,475
Alameda County	Pacific Nurseries	Nursery	9,379
Alameda County	Pacific Nurseries	Nursery	8,458
Alameda County	Pombo, Ernest Jr.	Row Crop & Walnut Orchard	48,443
Alameda County	Pombo, Ernest J.	Grazing	26,700
Alameda County	Pombo, Ernest J.	Grazing	6,890
Alameda County	Pombo, Ernest J.	Grazing	14,250
Alameda County	Pombo, Ernest J.	Grazing	3,040
Alameda County	Pombo, Ernest J.	Grazing	11,935

BOARD OF SUPERVISORSBUDGET ANALYST

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
Sunol/Alameda Counties	Sunol Christmas Tree Farm	Christmas Tree Farm	\$ 15,408
Alameda County	Uta, John	Flowers - Peonies	10,400
Alameda County	Valley Crest Tree Co.	Tree Nursery	27,292
Alameda County	Vassar Ranch (Lucy Vassar)	Grazing	<u>19,875</u>
Total - Agricultural Leases			\$590,082

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment

PUBLIC UTILITIES COMMISSIONNon-Agricultural LeasesCity as Lessor

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
Santa Clara County	Acurex Corporation	Parking & Landscaping	\$ 13,304
San Jose/Santa Clara County	American Savings & Loan Association	Parking & Landscaping	11,921
San Francisco	Atlantic Richfield Co.	Driveway	15,488
Ocean & Phelan Aves., S.F.	California Book Co.	Ground Lease-Book Store Site	22,500
Santa Clara County	Carrut Corporation, N.V.	Parking & Landscaping	9,645
Alameda County	Chevron, U.S.A.	Right of Way for Products Pipeline	8,300
San Mateo	City of Burlingame	Street widening, public parking and landscaping	11,520
Santa Clara County	Commonwealth Equity Trust	Parking & Landscaping	14,872
San Mateo County	Crystal Springs Golf Course	Golf Course	222,502
Alameda County	East Bay Regional Park District	Regional Trail & Park	18,417
San Mateo County	Filoli Center	Maintenance Yard	1
San Mateo County	Exchange Lease to City and County of S.F.	Watershed Protection	0
Santa Clara County	Ford Aerospace and Communications Corp	Research & Development Satellite Communication	84,060
South San Francisco	Garden Chapel, Inc.	Mortuary	4,500
San Mateo	Harold & Janice Greer, dba: Four Seasons Garden Center	Nursery	17,084
Alameda County	Ivaldi Brothers	Gravel Haul Road	5,000
Daly City	Kadan, Ltd.	Parking & Landscaping	1,200
San Mateo	King C. Electric, Inc.	Parking	10,076
Santa Clara County	KLA Instruments Corporation	Parking, landscaping, ingress and egress	29,163
San Mateo County	(Assignment of Lease from NELO)	Parking & Landscaping	7,090
	Koret Foundation		

BOARD OF SUPERVISORSBUDGET ANALYST

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
Santa Clara County Lake Merced Tract, S.F.	Kollreal Lake Merced Hill Recreation and Management Assoc. (formerly G.B.I. Co.)	Parking & Landscaping Access Road, Underground Utilities	\$ 6,772
San Mateo County South San Francisco Alameda County Alameda County Alameda	Leech, Robert Macy, R.H. Co. Mission Valley Rock Co. Mission Valley Rock Co. Monojit Dasgupta dba: Kid's Wonderland Daycare Center	Car Rental Spur Track Crossing & Secondary Access Road Sand & Gravel Quarry Sand & Gravel Quarry and Agricultural	1,328 ¹ 18,440 750 966 919,744
San Mateo County Santa Clara County San Mateo County Santa Clara County Santa Clara San Mateo County	Moore, William and Nairy, Ramsey dba Nickels Mountain View Assocs. New York Life Insurance Co. North Pointe Business Park Owners Assn. No. 1 NB Partners OSH Acquisition Corp. (Assignment of Lease from Wickes Companies, Inc.) (Orchard Supply Hardware)	Landscaping & playground Restaurant & Bar Parking & Landscaping Right of Way Parking Parking & Landscaping Parking & Landscaping Ground Lease - Retail Hardware	3,429 13,918 13,470 9,024 72,252 12,000
Santa Clara County San Francisco San Mateo County San Bruno San Mateo County San Mateo County Santa Clara County Santa Clara County San Mateo County San Francisco Santa Clara County Santa Clara County Santa Clara County	Oaktree Common Owners' Assn. Olympic Club Golf Course Peninsula Sportsmen's Club Penney, J.C. Co. Petrocchi Bros. Petrocchi Bros. Prudential Insurance Company of America Quantic Industries, Inc. Rasmussen, Terri dba Skyline Stables Recreation Center for the Handicapped Rolm Corporation Rolm Corporation San Antonio Center Associates	Parking & Landscaping Golf Course Clubhouse, skeet and trap shooting facilities Parking & Landscaping Venicular Access & Parking Retail Garden Nursery Parking & Landscaping Research & Development Horse Stables Center for Handicapped Parking & Landscaping Parking & Landscaping Free customer parking, driveway access and landscaping	173,100 11,063 41,769 15,695 5,376 19,200 10,800 6,921 10,168 12,000 1 15,082 2,303 24,000

¹ Approximate annual cost. \$132,872 was prepaid in 1972 for a 99-year term.

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
Santa Clara County	San Antonio Center Associates (Assignment of Lease from Century 72 and Johnson Associates)	Plaza, parking, driveway, landscaping	\$ 14,216
San Francisco	S.F. Bay Girl Scout Council	Day Camp	1
San Francisco	S.F. League of Urban Gardeners (SLUG)	Community Garden	1
San Francisco	S.F. Unified School District	Ground Lease for Proposed School	5,350
Santa Clara County	Santa Clara, City of Redevelopment Agency	Parking & Landscaping	58,119
Alameda County	Santa Clara Sand and Gravel Co.	Sand & Gravel Quarry	492,400
Alameda County	Santa Clara Sand and Gravel Co.	Sand & Gravel Storage Pile	6,007
Daly City	Serra Bowl	Parking & Landscaping	19,177
Santa Clara County	Shapell Industries of Northern California, Inc.	Parking & Landscaping	49,485
San Mateo County	Shigeo Sekine & Yoichi Amano (Assignment of Lease from El Camino Driving Range, Lino Magantlay, owner)	Golf driving range, parking and purposes thereto	
	Sunol Valley Golf and Recreation Company (Frank O. Ivaldi)		26,400
Sunol, Alameda County	Thunderbird Lodge, Fremont	Golf Course	350,991
Alameda County	Treasure Island Motel and Trailer Court, Inc.	Parking & Landscaping	13,706
San Mateo County	United Bank FSB	Mobile Home Park	23,224
San Francisco	Van Van Vo dba: New Long Fish Co.	Driveway Access & Landscaping	6,145
San Francisco	Vanderson Construction Co.	Open-air sales and parking	45,000
Santa Clara County	Western Pacific Railroad Co.	Parking & Landscaping	1,499
Santa Clara County	Wilms, Earl et. al dba El Rancho Motel	Parking	15,504
San Mateo County	Wilms, Earl dba El Rancho Inn	Parking & Landscaping	6,000
San Mateo County		Parking & Landscaping	12,843
Total - Non-Agricultural Leases			<u>\$3,072,282</u>
Total - Public Utilities Commission			\$3,662,364

BOARD OF SUPERVISORS

BUDGET ANALYST

RECREATION AND PARK DEPARTMENTCity as Lessor

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
Candlestick Park	Harry M. Stevens, Inc.	Food/beverage/Novelty	\$ 622,559
Candlestick Park	Sony Corporation of America	Electronic Board	360,202
Candlestick Park	S.F. Giants	Prof. Baseball	2,257,103
Candlestick Park	S.F. Forty-Niners	NFL Games	2,727,000
Candlestick Park Lot 6, Parcel #4977	City Park	Parking Lot	4,500
Camp Mather	Strawberry Bluegrass Festival	Music Festivals/Store Operations	50,024
Coit Tower	Bear Vending Co.	Viewing Machines	20,000
Coit Tower and Children's Play-ground in G.G.P. (carousel)	Friends of Parks	Gift Shop	1,720
Golden Gate Park Golf Course	Thigpen Ltd., Inc. (Golf and Green Fees)	Golf Pro Shop/Snack Bay Concession	194,622
	Other		6,892
	Vacant		0
Beach Chalet in Golden Gate Park			
Golden Gate Park/Stern Grove/Marina Green	Hom & Pon	Snack Bar Concession	106,865
Golden Gate Park	Golden Gate Park Stables, Inc.	Equestrian Center (Horse Rental)	27,014
Golden Gate Park	Golden Gate Park Tennis	Tennis Pro Shop/Lessons	6,930
Golden Gate Park Tennis Clubhouse/McLaren Lodge	S.F. Toms Sales		
	Tennis Clubhouse	Vending Machines	982
	McLaren Lodge		260
Japanese Tea Garden in G.G.P.	Jack Hirose c/o Japanese Tea Garden	Tea House/Gift Shop	155,108
Conservatory of Flowers in G.G.P.	Conservatory of Flowers Auxilliary	Rental & Gift Shop	12,469
Stow Lake in G.G.P.	Stow Lake Company	Row Boat Rental/Snack Bar	74,942
Strybing Arboretum in Golden Gate Park	Strybing Arboretum Society	Library/Gift Shop	100

BOARD OF SUPERVISORSBUDGET ANALYST

LocationLesseeUseAnnual Rental

Grattan Playground Clubhouse	Haight Ashbury Nursery School	Nursery School	\$ 3,762
Harding Park Golf Course	CCA Silband Sports	Golf Shop/Lessons	112,446
Harding Park Golf Course	Ben Yamane (Benny's Place)	Restaurant/Bar	36,061
Kezar Parking Lot on Stanyan St.	City Parking Co.	Parking Lot	32,103
Kezar Pavilion on Stanyan St.	Nob Hill Pizza	Snack Bar Concession	1,551
Kezar Press Parking Area on Arguello	Haight Ashbury Neighborhood Council	Recycling Center	4,000
Lake Merced Boathouse	Row Your Boat, Inc.	Restaurant/Bar	68,828
Lake Merced	Urban Park Concessionaires	Row Boat/Fishing	21,858
Lake Merced	Pacific Rod & Gun Club	Rod and Gun Club	3,600
Lincoln Park Golf Course	CCA Silband Sports Shop	Golf Pro Shop/Restaurant/Bar	88,232
Civic Center	Civic Center Plaza Garage Parking Corp (nonprofit)	Underground Parking	716,502
Portsmouth Square Garage	Systems Parking, Inc., is the operator	Parking Garage	602,534
Mather Family Camp-Saddlehorse	Portsmouth Square Garage Corp.	Horse & Burro rides	500
McCoppin Playground Clubhouse	Jay Barnes	Nursery School	4,716
McLaren Park	Rainbow Plus	Golf Course Operations	25,040
	S.F. Golf Enterprises, Eric de Lambert dba Gleneagles	Exploratorium	1
Palace of Fine Arts and Sciences	Palace of Fine Arts Foundation	Theatre	1
Palace of Fine Arts and Sciences	Palace of Fine Arts League	Daycare Nursery	3,762
Peixoto Playground Clubhouse	Rocky Mountain Coop Nursery	Pro shop, golf course, bar and restaurant	83,517
Sharp Park Golf Course	Joan Lantz & Jack Gage	Day Care Nursery	4,716
		Parking Garage	2,881,662
Silvertree Day Camp	Glennridge Coop Nursery	Ticket Sales	1,250
Union Square Garage	Systems Parking of Northern California	Yacht and Fuel sales	23,817
Union Square Garage - 333 Post.	STBS Performing Arts Svcs.	Restaurant & Yacht Club	63,474
Gashouse Cove Marina	Paul Kaplan dba Gashouse Cove Marina	Yacht Club	5,700
St. Francis Yacht Club	St. Francis Yacht Club	Zoo	31,827
Golden Gate Yacht Club	Golden Gate Yacht Club	Caretaker's dwelling unit	1,800
S.F. Zoo	San Francisco Zoo Society	Caretaker's dwelling unit	2,100
Stern Grove, Sloat & 19th Ave.	Greg Wood	Caretaker's dwelling unit	3,600
Coit Tower	Tim Lilquist	Caretaker's dwelling unit	300
McLaren Cottage	James Malizia		
Camp Mather	Bob Murray		

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
South Windmill Cottage Golden Gate Park 502 Jefferson St., S.F., CA 94109 500 Jefferson St., S.F., CA 94109 Various Park Locations Laurel Hill Playground Clubhouse	Cornelius O'Neil Dolphin Club Southernd Rowing Club COM Systems S. F. Community College	Caretaker's dwelling unit Swimming & Boating Swimming & Boating Pay Phone-Long Distance Adult Education Program	\$ 8,400 30,400 16,415 500 5,344
Total as Lessor			<u>\$11,519,691</u>

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment

PORT OF SAN FRANCISCO

City as Lessor

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
Seawall Lot 345	Akinai, Inc.	Fish Processing	\$ 45,240
Seawall Lot 302	Alioto Fish Co.	Fishing Industry	37,853
Seawall Lot 303	F. Alioto Fish Co.	Fish Industry	38,948
Seawall Lot 303	F. Alioto Fish Co.	Fish Industry	11,295
Pier 49	Alioto Fish Co., Ltd.	Restaurant	341,196
Seawall Lot 301	Alioto Fish Co., Ltd.	Restaurant	178,652
Seawall Lot 303	Alioto Seafoods M., Inc.	Restaurant	11,905
Seawall Lot 303	Alioto Seafoods M., Inc.	Restaurant	19,461
Pier 50	Alan Wofsy	Office	7,265
Pier 33	Anchor Shellfish Co.	Fish Handling	18,515
World Trade Center Suite 264	Ann Mahoney	Office	3,151
Seawall Lot 337	Atchison, Topeka & Santa Fe	Mixed Uses	116,119
Seawall Lot 344	Baker Commodities, Inc.	Rendering Plant	29,432
Seawall Lot 344	Baker Commodities, Inc.	Cargo Handling	21,592
Ferry Plaza	Bay Corporation	Restaurant	95,692
Seawall Lot 319	Blue Jean Equities West	Restaurant	200,198
Pier 49	Borrisio's Lighthouse	Restaurant	74,031
Seawall Lot 352	Bounty Restaurant	Bar/Restaurant	10,194
Pier 7	Bundox Restaurant, Inc.	Restaurant	266,862
Pier 9	Bundox Restaurant, Inc.	Office and Support Space	29,104
Seawall Lot 351	Burger, Ken	Auto Services & Parking	11,520
Seawall Lot 344	CAO	Recycling Center	11,616
Seawall Lot 324	California, Cate Restaurant	Restaurant	170,788

BOARD OF SUPERVISORS
BUDGET ANALYST

Location	Lessee	Use	Annual Rental
Seawall Lot 302	California Shell Fish Co.	Fish Processing	\$ 6,068
Seawall Lot 303	California Shell Fish Co.	Fishing Industry	16,434
Seawall Lot 303	California Shell Fish Co.	Fishing Industry	14,209
Pier 31	Crent Company	Product Packaging	461,107
Pier 80	Castagnola Stev & Ballast	Cargo Terminal Offices	56,892
Seawall Lot 302	Cheza Laura Enterprises	Restaurant	208,275
Seawall 302	Coast Marine & Industrial	Restaurant	61,092
Pier 33	Cohan Seafood Inc.	Retail	58,320
Pier 90	Continental Grain Company	Fish Handling	11,700
Seawall Lot 302	Cory Gallery	Cargo Handling/Grain Terminal	285,000
Pier 49	Cresci Bros. Inc., Corp.	Retail	48,060
Pier 45	Davis, Patrick	Crab Pot/Gift Shop	46,622
Sidewalk Area (Broadway/Embarcadero)	Department of Public Works	Fishing Industry	9,811
World Trade Center	Despot Nelson & Co.	Right-of-way	0
Pier 33	Domenico Ingrande	Office	3,292
Seawall Lot 313	Embarcadero Triangle	Fish Handling	3,690
Pier 3	F.B. Santa Rosa Port. Ltd.	Development Projects	172,824
Seawall Lot 303	Fish Alley Bar & Grill	Restaurant and Offices	26,559
Pier 49	Fisherman's Grotto	Restaurant	41,455
Pier 47	Fisherman's Wharf Seafoods	Restaurant	409,555
Pier 27	Flying Dutchman Park, Inc.	Fish Processing	7,292
Pier 19	Foreign Trade Services, Inc.	Offices	91,764
Pier 48	Forest Terminals Corp.	Cargo Handling/Foreign Trade Zone	179,671
Seawall Lot 303	Franceschi Corporation	Cargo Terminal	240,000
Pier 43	Franciscan Restaurant	Restaurant	28,338
Pier 43	Franciscan Restaurant	Restaurant	206,960
Seawall Lot 302	Frank's Fisherman's Supply	Auto Services and Revenue Parking	276,778
Seawall Lot 349	Fred F. Noonan Co., Inc.	Fishing Industry	36,558
Pier 3	Fresno Partners	Cargo Handling	415,000
Seawall Lot 322	G.B. Associates	Development Projects	6,000
Seawall Lot 301	Gelardi's Gift Shop	Development Projects	111,519
Agriculture Building	Georgia Wells	Restaurant	35,015
Seawall Lot 337	Gerber, John R.	Office	4,114
		Waste Paper Processing	60,000

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
Pier 49	Guardino's Fisherman's	Crab Pot/Gift Shop	\$ 77,212
Pier 1 1/2	Harbor Carriers, Inc.	Passenger Ferry Berthing and operations	
Pier 9	Harbor Carriers, Inc.	Water Taxi, ferry boat maintenance, administrative offices for water taxi, support parking	14,400
Pier 41	Harbor Carriers, Inc.	Office-Vessel Land	44,224
Pier 41	Harbor Carriers, Inc.	Office-Vessel Land	204,999
Seawall Lot 315	HHC Investments LTD	Development Projects	277,872
Pier 80	International Coach	Office	294,666
SWL 337	J & H Marine & Industrial	Marine Repair	11,232
Seawall Lot 328	JMC Associates	Auto Services and Revenue Parking	72,261
Pier 46	Kest, Inc.	Radio Antenna	117,504
Seawall Lot 344	King Broadcasting Co.	Radio Station	7,527
Pier 5	Klamath Ferryboat Assoc.	Berthing Space	14,747
Ferry Building	Limbach, Limbach & Sutton	Law Offices	28,440
Ferry Building	Limbach, Limbach & Sutton	Law Offices	380,160
Agriculture Building, Suite 201	Louis E. Braun, Jr.	Video Editor's Office	87,487
Pier 15	Lovitt & Hannan	Office/Storage	3,822
Seawall Lot 303	Maskell Marine Services	Retail	3,600
Mission Creek (China Basin)	Mission Creek Harbor Assn.	Houseboat Harbor	136,153
Seawall Lot 345	Mission Rock Resort	Bar/Restaurant	31,104
1399 Marin Street	Municipal Railway	Warehouse	63,684
Seawall Lot 349	Nicholson's Precision Heat Treating Co., Inc.	Precision Heat Treating Offices	17,308
Ferry Building	Nino Ruita	Offices	28,545
World Trade Center	Norgaard Consultants, Inc.	Consultant's Office	7,812
World Trade Center	Pacific Carbide	Office	29,700
Pier 33	P.I. Trading	Office	4,056
World Trade Center	P.J. Rhodes & Company	Fish Handling	13,572
Pier 15	Parker Warehouse, Inc.	Export/Import Office	57,788
Pier 23	Pier 23 Cafe	Cotton Warehouse/Office	174,999
Pier 33	Pier 33, Inc.	Restaurant	69,156
Pier 39	Pier 39 Associates	Development Projects	38,842
Candlestick Park Vicinity	Plombo Construction	Development Projects	912,917
Candlestick Park Vicinity	Plombo Construction	Right of Way	351
Seawall Lot 302	Pompei Enterprises Corp.	Right of Way	150
		Restaurant	65,271

BOARD OF SUPERVISORS

BUDGET ANALYST

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
Pier 28	Regina Del Mare	Office	\$ 6,234
Candlestick Park Vicinity	Ricci, Julio	Construction Storage	407
Pier 9	Riedel International, Inc.	Maritime Transport	20,898
World Trade Center, Suite 319	Robert B. Victor/Network Overseas	Export/Import Office	14,137
World Trade Ctr. Suite 129	Robert R. Reyff	Law Offices	11,277
Pier 46	Roberts Furniture	Furniture Warehousing	39,384
Agriculture Building	Rogers & Associates	Office Space	11,450
Agriculture Building Suite 210	Rubin Glickman & Assoc.	Law Offices	39,660
Agriculture Building	Rubin Glickman & Assoc.	Law Offices	41,028
Pier 9	S.F. Bar Pilots Assoc.	Office	210,852
South Beach Redevelopment Area	S.F. Redevelopment Agency	Offices, Vessel/Berthing, Maintenance	94,908
South Beach Redevelopment Area	S.F. Redevelopment Agency	Development Projects-Marina	0
South Beach Redevelopment Area	S.F. Redevelopment Agency	Development Projects-Streets	0
South Beach Redevelopment Area	S.F. Redevelopment Agency	Development Projects-Streets	24,300
South Beach Redevelopment Area	S.F. Redevelopment Agency	Development Projects-Housing	54,000
South Beach Redevelopment Area	S.F. Redevelopment Agency	Development Projects-Mixed Use Development	0
South Beach Redevelopment Area	S.F. Redevelopment Agency	Development Projects-Streets	0
Pier 80	S.F. Redevelopment Agency	Development Projects-Streets	0
Seawall Lot 349	S.F. C&C: Agriculture Dept.	Government/Cargo Inspection	18,636
Pier 49	S.F. C&C: Police Dept.	Government - Car Storage/Crushing	403,539
Pier 42	Sabella & Latorre	Restaurant	106,485
Pier 47	Sailing Ship Dolphin P.R.	Restaurant	24,120
Pier 28	Scomas Restaurant, Inc.	Restaurant	652,651
Pier 36	Sea-Win Fish Co.	Fish Handling Office	41,400
Ferry Building Room 1024-A	Service Engineering Company	Ship repair facility	212,736
World Trade Ctr. Suite 306	Shangpha Designs	Storage	1,504
Seawall Lot 334	Craig Sherwood dba: All Stars Music	Promotional Office	7,049
World Trade Ctr. Suite 275-H	Ship Clerks Association	Union Offices	31,416
Pier 35	Ship Store Supply	Import Office	3,775
Pier 2	Simco Group	Corporate Offices	25,287
Seawall Lot 334	Simbads	Restaurant	209,481
Seawall Lot 349	So. Beach Harbor Light	Bar/Restaurant	8,279
Pier 9	Southwest Maritime of S.F.	Ship repair	1,200,000
Pier 9	Speedy's Delivery Service	Office Space; messenger	7,557
Seawall Lot 345	Spolter McDonald and Mannion	Office space	17,400
	St. Francis Maritime Center	Retail boatyard/restaurant	131,628

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
Seawall Lot 303	Standard Fisheries Corp.	Fishing Industry	\$ 23,328
Pier 49	Taranino's, Inc.	Restaurant	156,549
Ferry Building, Suite 1024-28	Terrance A. Forgette, dba United Video	Storage	3,938
Seawall Lot 352	Tidewater Sand and Gravel	Sand Reclamation	97,824
World Trade Ctr. Suite 275-F	Totem Ocean Trailer Express	Shipping Office	3,572
Pier 1 1/2	Turnbull & Assoc.	Office	101,758
Pier 47	United Shellfish Company	Fish Processing/Wholesale	1,417
Pier 47	United Shellfish Company	Fish Processing/Wholesale	2,050
Seawall Lot 302	United Shellfish Company	Fishing Industry	9,444
Seawall Lot 302	United Shellfish Company	Fishing Industry	11,058
World Trade Ctr. Suite 239	George Vare & Assoc.	Fishing Industry	4,914
Pier 28	Vietnamese Fisherman Assoc. of America	Consulting Office	13,344
Pier 33	Water Department	Fish Handling/Office Support	9,576
Seawall Lot 318	Westcap Heritage Investor	Operations Area	365,000
World Trade Center	World Trade Club	Development Projects	259,099
Total			<u>\$13,416,533</u>

AttachmentREDEVELOPMENT AGENCYCity as Lessee

<u>Location</u>	<u>Lessor</u>	<u>Use</u>	<u>Annual Rental</u>
939 Ellis South Beach Harbor	Bay Area Air Quality Port of San Francisco	Offices 680 boat berth harbor and public access	\$284,136 114,000
AB 3790 Lot 1, AB 3791 Lot 1 & Fremont St. between Brannan & Embarcadero	Port of San Francisco	1771 housing units 65,000 sq. ft. of commercial uses	54,000
Local St. in South Beach	Port of San Francisco	Streets, utilities, sidewalks, landscaping, plazas	<u>0</u>
TOTAL			\$452,136

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment

REDEVELOPMENT AGENCYCity as Lessor

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
Bonifacio & Lapu Lapu 3rd & Mission and Market between 3rd & 4th 1 Federal Sea Wall Lot 331 & 332	TODCO/YBC III YBG Associates Bayside Village Associates Delancey St. Foundation	Community Garden	\$ 600
211 Brannan 211 Brannan 211 Brannan 1st & Bryant 1698 Sutter 1710 Laguna Street 1881 Bush 1899 Bush	J.T.X. Trucking, Inc. YBC Cultural Center Painting the Town Patrick Media Group Kintoki Restaurant Marciana Beauty Shop San Francisco Go Club Yamato Body Shop	Hotel Office and Construction Staging Development site for 177 dwelling units and 65,000 sq. ft. of commercial space Office and Warehouse Space Cultural Center Office and Warehouse Space Advertising Sign Restaurant Beauty Shop Club	1,050,000 204,000 266,662 35,520 0 5,400 58,269 1,800 1,200 3,000 4,200
222-224 Jessie Street Market between 3rd & 4th Mission between 3rd & 4th Mission between 3rd & 4th 3rd & Mission 4th & Howard 3rd between Mission & Howard 3rd between Mission & Howard 3rd & Howard 4th & Harrison	Kaiman Mechanical, Inc. Golden Gate Parking Mission Auto Park Metropolitan Parking Corp. Metropolitan Parking Corp. Tutor-Saliba Corp. Metropolitan Parking Corp. Metropolitan Parking Corp. S.E. Onorato California Parking Corp.	Construction Storage Commercial Parking Lot Commercial Parking Lot Commercial Parking Lot Commercial Parking Lot Yerba Buena Construction Commercial Parking Lot Commercial Parking Lot Commercial Parking Lot Commercial Parking Lot	23,820 156,000 31,524 33,060 74,040 2,200 57,960 66,768 43,020 50,988

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Location</u>	<u>Lessee</u>	<u>Use</u>	<u>Annual Rental</u>
3rd & Harrison	George Davit	Commercial Parking Lot	\$ 27,504
3rd & Mission	Metropolitan Parking Corp.	Commercial Parking Lot	128,292
3rd & Jessie	Metropolitan Parking Corp.	Commercial Parking Lot	52,464
Van Ness & Myrtle	Metropolitan Parking Corp.	Commercial Parking Lot	62,400
Webster, Eddy & Fillmore	Western Commercial Partnership	Parking Lot	40,080
Webster, Eddy & Fillmore	Steiny and Company	Construction Trailer	7,200
Webster, Eddy & Fillmore	Kalman Mechanical Inc.	Construction Trailer	1,728
Webster, Eddy & Fillmore	Viking Fire Protection Co.	Construction Trailer	1,440
Webster, Eddy & Fillmore	Kalman Mechanical Inc.	Construction Trailer	7,128
Webster, Eddy & Fillmore	Consolidated Engineering	Construction Trailer	864
Webster, Eddy & Fillmore	Chacon Steel Company, Inc.	Construction Trailer	576
Webster, Eddy & Fillmore	Concrete Form Constructors	Construction Trailer	3,240
Webster, Eddy & Fillmore	ELV Systems, Inc.	Construction Trailer	1,080
TOTAL			\$2,504,047

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment

SURPLUS AND DORMANT PROPERTY

<u>Category</u>	<u>Location</u>	<u>Owner</u>	<u>Use</u>	<u>Sq.Ft. or Acreage</u>	<u>Remarks</u>
Surplus	Block 19 (bounded by Powell, Beach, Stockton, and North Point)	PUC-Muri	Bus yard	2.6 acres	No current plans
Surplus	Block 805, Lot 37 (east side of Webster between Ivy and Grove Streets)	DPW	Vacant	2,415 sq.ft.	Possible residential development (3 units)
Surplus	Alameda County; A.P.N. 96-310-19	PUC	Vacant	4.6 acres	Available for auction
Surplus	Pleasanton, Alameda County	PUC	Agricultural leases	523 acres	"Specific plan" being proposed for development
Dormant	West of Highway 101 and just north of the Airport	Airport	Vacant	180 acres	Endangered specie habitat (San Francisco Garter snake)
Dormant	Tidelands abutting the Airport	Airport	Vacant	2,500 acres	No development proposed. Development would be subject to numerous governmental approvals.
Dormant	Beach Chalet on the Great Highway	Rec/Park	Vacant	12,225 sq.ft.	Rec/Park is actively seeking to lease the space.

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Category</u>	<u>Location</u>	<u>Owner</u>	<u>Use</u>	<u>Remarks</u>
Dormant	Pier 43	Port	36,000 s.f.	Pier unsale, planned for demolition.
Dormant	Pier 45 Shed A Shed B Shed C	Port	70,087 s.f. 71,048 s.f. 73,265 s.f.	Pier sheds evacuated due to earthquake damage. Plans for repairs in process. Part of the Seaford Center project.
	Agriculture Bldg.	Port	24,248 s.f.	No Longer Dormant. Earthquake repairs have been completed and re-renting program is in process.
Dormant	Pier 24	Port	104,300 s.f.	Pier condemned. Scheduled for demolition as part of Sailing Center project now being negotiated.
Dormant	Piers 30-32	Port	553,000 s.f.	Pier shed destroyed by fire. Pier subject of planning review to determine best new use. In the interim, pier is being used for ceremonial and special events as well as for temporary rentals.
Dormant	Seawall Lot 329 Seawall Lot 330	Port	15,250 s.f. 97,793 s.f.	Planned for surface parking while awaiting permanent development of Piers 30-32. Bids have been accepted and operation of lots expected to commence in fall, 1990.
Dormant	Pier 34	Port	91,000 s.f.	Pier currently unsale. Disposition awaits completion of planning process.
Dormant	Seawall Lot 354	Port	122,000 s.f.	On hold at the request of the city Real Estate Department for development as Muni bus yard.
Dormant	Seawall Lots 352 and 344	Port	60 acres	Container terminal expansion area (Piers 92-94)
Dormant	Performing Arts Garage	Parking Authority	1,950 s.f.	In the process of leasing.

BOARD OF SUPERVISORS
BUDGET ANALYST

Attachment

SUB-LEASES

<u>Department</u>	<u>Lessee</u>	<u>Lease No.</u>	<u>Location</u>	<u>Sublessee Name</u>
Port of S.F.	Alioto Fish Co., Ltd.	L-7495	SWL 301	Boudin Bakeries
Port of S.F.	Atchinson, Topeka and Santa Fe	L-7270	SWL 337	S.F. Tow Detail
Port of S.F.	Baker Commodities, Inc.	L-6695	SWL 344	Royal Tallow & Soap
Port of S.F.	Blue Jeans Equity West	L-10388	SWL 319	Real Restaurants, Inc. (Fog City Diner)
Port of S.F.	Cory Gallery	L-8984	SWL 302	A & M Enterprises
Port of S.F.	Fish Alley Bar & Grill	L-9781	SWL 303	A & M Enterprises
Port of S.F.	Flying Dutchman Pk. Inc.	L-11375	Pier 27-1/2	(1) Highlight Productions (2) You and Leisure Tours & Travel, Inc.
Port of S.F.	Franciscan Restaurant	L-7496	Pier 43-1/2	R & K Enterprises
Port of S.F.	G.B. Associates	L-8380	SWL 322	American Broadcasting Co.
Port of S.F.	Harbor Carriers, Inc.	L-9183/L-9176	Pier 41	Alcatraz Enterprises, Inc.
Port of S.F.	Alioto Fish Co.	L-9171	SWL 302	France Foods
Port of S.F.	Klamath Ferryboat Assoc.	L-11262	Pier 5	Landor Associates
Port of S.F.	Pier 33, Inc.	L-10446	Pier 33	(1) Hornblower Dining Yachts (2) The Bank of Industry (3) Rubicon Ventures
Port of S.F. Airport	S.F. Redevelopment Agency Host International	L-11337	SWL 331/332 South Terminal	Delancy St. Foundation Made in California La Floresta Marilla Chocolates Pacific Catch & Carry California Soaps and Lotions

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 28 - File 65-90-12

Note: This item was continued by the Finance Committee at its meeting of January 16, 1991 in order to clarify whether or not Allright Parking/San Francisco pays prevailing wages.

Department: Department of Parking and Traffic

Item: Resolution approving the award of a lease for the operation of the Lombard Parking Garage to Allright Parking/San Francisco.

Description: The Lombard Parking Garage, located at 2055 Lombard Street, has 205 stalls and currently services approximately 5,800 vehicles per month. The City currently leases the operation of this parking facility to the Five Star Parking Company. The Five Star Parking Company intends to terminate this lease on January 31, 1991.

On November 5, 1990, the Board of Supervisors approved an ordinance authorizing the Director of Property, on behalf of the Parking Authority, to call for bids for a five-year lease of the Lombard Parking Garage and approving the lease documents and the bid procedures (File 47-90-12). The Director of Property issued an Invitation for Bids on November 11, 1990. The deadline for submission of bids was December 11, 1990. The bid item under the Invitation for Bids was the percentage of gross revenues, with all bidders required to pay a minimum monthly rent of \$5,000.

The Parking Authority reports that, in response to the Invitation for Bids, the Department received requests for bid packages from nine companies. Six of the nine companies, including Allright Parking/San Francisco, submitted a Pre-qualification Questionnaire and financial data and were approved to submit bids on the lease. Of the six companies, only Allright Parking/San Francisco submitted a bid for the lease of the Lombard Parking Garage. Allright Parking/San Francisco offered to pay the City 40.1 percent of gross revenues.

Under the provisions of the proposed five-year lease, Allright Parking/San Francisco would pay, to the City, a monthly rental payment equal to 40.1 percent of gross revenues or \$5,000, whichever amount is greater. On an annual basis this would result in a minimum rental payment of \$60,000 per year to the City. The term of the proposed lease is five years from February 1, 1991 through January 31, 1996. The monthly minimum rental payments to the City would

BOARD OF SUPERVISORS
BUDGET ANALYST

remain the same for the entire five-year term of the proposed lease.

Mr. Kevin Hagerty of the Parking Authority advises that the Department is not, at this time, proposing any change to the current parking rates being charged at the Lombard Parking Garage. Mr. Hagerty adds, however, that a change in the parking rates could potentially be proposed during the term of the proposed five-year lease. Any future proposal to change the parking rates would be subject to approval by the Board of Supervisors. The existing parking rates (tax included) to be charged by the proposed lessee per vehicle parked in said garage are as follows:

Hourly Parking

Day Rates: 9:00 a.m. - (Sunday, 11:00 a.m.)
to 6:00 p.m.

1 hour	\$.75
2 hours	1.50
3 hours	2.50
4 hours	4.00
5 hours	5.00 (maximum)

Night Rates (after 6:00 p.m.):

Sunday and Monday	6:00 p.m. - midnight
Tuesday and Wednesday	6:00 p.m. - 1:00 a.m.
Thursday	6:00 p.m. - 2:00 a.m.
Friday and Saturday	6:00 p.m. - 3:00 a.m.

1 hour	\$1.00
2 hours	2.00
3 hours	3.00 (maximum)

Combined day and night rate \$8.00

Overnight rate (6:00 p.m. through 10:00 a.m.) \$3.00

Monthly Parking: None

Motorcycle Parking: Same as automobile rates.

Comments:

1. The current monthly rental rate payable by the Five Star Parking Company to the City is 67.18 percent of gross revenues with a minimum required monthly rental payment of \$10,000. The City is currently being paid the monthly minimum of \$10,000, for an annual total of \$120,000. As noted above, under the proposed lease, Allright Parking/San Francisco would pay the City 40.1 percent of gross revenues,

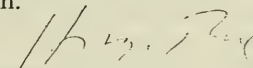
BOARD OF SUPERVISORS
BUDGET ANALYST

with a minimum required monthly rental payment of \$5,000. This proposed minimum is \$5,000, or 50 percent less than the \$10,000 monthly minimum currently being paid to the City. The Parking Authority estimates that the City will receive an average monthly rental payment of approximately \$6,000 to \$7,000 or approximately \$72,000 to \$84,000 annually under the proposed lease.

2. According to Mr. Phil Chin of the Parking Authority, the combination of low usage and relatively fixed operating expenses at the Lombard Parking Garage requires that the minimum monthly rent be reduced in order to help make the operation of the garage economically feasible. Mr. Chin advises that the present lessee, the Five Star Parking Company, was left with only approximately \$2,500 monthly to meet its expenses after paying the \$10,000 monthly minimum to the City. As a result, according to Mr. Chin, the Five Star Parking Company, as previously noted, has decided to terminate the existing lease, effective January 31, 1991.

3. Mr. Hagerty reports that the City's proposed lease with Allright Parking/San Francisco includes a provision which stipulates that Allright Parking/San Francisco must pay their employees the highest prevailing wages. Attached is additional information on the subject of prevailing wages paid by Allright Parking/San Francisco, as provided by the Parking Authority.

Recommendation: Approve the proposed resolution.


Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

City and County of San Francisco

DEPARTMENT OF PARKING AND TRAFFIC

Parking Authority

Attachment
Page 1 of 3

ART AGNOS, Mayor

RINA CUTLER, Executive Director

January 17, 1991

Supervisor Jim Gonzalez
Chairman, Finance Committee
Board of Supervisors
City Hall, Room 235
San Francisco CA 94102

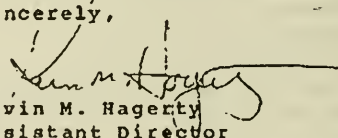
Dear Supervisor Gonzalez:

Enclosed is the letter you requested at last Wednesday's Finance Committee meeting from Allright Parking Regional Vice-President David Bogard, stating that Allright Parking is fully aware of and has every intention of abiding by the "highest prevailing wage" clause in the Lombard Street Garage parking operator lease agreement.

It is my understanding that you will re-schedule this item for hearing at next Wednesday's Finance Committee meeting. This would allow time for the full Board of Supervisors to act on this legislation at their January 28 meeting, have the Mayor sign the legislation and allow Allright Parking to commence the lease at the Garage on February 1, 1991 when the current operator vacates the premises.

If I can be of further assistance, please let me know.

Sincerely,


Kevin M. Hagerty
Assistant Director

enclosure

copies: Supervisor Kevin Shelley
Supervisor Terence Hallinan
✓ Harvey Rose, Budget Analyst
~~Carolyn McCall, Legislative Policy Analyst~~
Joni Landry, Clerk, Finance Committee, Board of Supervisors
Rina Cutler, Executive Director, Parking and Traffic

**ALLRIGHT
PARKING**

ALLRIGHT CAL., INC. / 1624 FRANKLIN STREET, ROOM 722 / OAKLAND, CALIFORNIA 94612 / 415/832-7227

Mr. Kevin Hagerty
Assistant Director
San Francisco Parking Authority
25 Van Ness
Suite 410
San Francisco, CA 94102

January 17, 1991

Re: Lombard Street Parking Garage Bid

Mr. Hagerty:

There continues to be some question regarding Allright Parking's qualification and commitment concerning the "highest prevailing wage" clause included in the bid package for the above referenced parking garage bid.

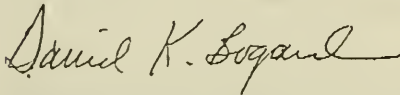
Allright Parking is the largest parking company in the world and has been a leader in the parking industry for almost 70 years. We have operated in San Francisco for at least 25 years. Our competent staff spent considerable time evaluating the bid proposal for the Lombard Street Garage and we were fully aware of the "highest prevailing wage" clause.

Allright has maintained for several years an attractive wage and benefits program that meets or exceeds even the most recent Union agreement for parking personnel in San Francisco. Currently, our "journeyman" attendants earn a minimum of \$ 12.05 per hour, with several earning even higher wages, up to \$ 13.05 per hour. These wages are clearly greater than the current Union standard and by a considerable margin.

Attachment
Page 3 of 3

Allright has no intentions of altering its historical wage and benefits program as we have found it to be critical in acquiring and keeping dedicated and happy employees. Allright does have every intention of abiding by the "highest prevailing wage" clause stipulated in the Lombard Street Garage bid and is committed to doing so.

Sincerely,



David K. Bogard
Regional Vice President
Allright Parking
Northern California,
Washington, Nevada Region

cc: Chuck Cid
File

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CALENDAR - ACTION TAKEN
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, JANUARY 30, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

ABSENT: Supervisor Gonzalez for Item No. 16

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
- File 101-88-79.2. [Release of Funds] Requesting release of reserved funds, Department of Social Services, in the amount of \$64,400, for contract services with Ralph Andersen and Associates to conduct the Second Phase of a Classification Study. (Department of Social Services)
 - File 153-91-1. [Grant - Federal Funds] Resolution authorizing the Department of Social Services to apply for a grant in the amount of \$701,147 from the Office of Substance Abuse Prevention, Public Health Service, Federal Department of Health and Human Services. (Department of Social Services)
 - File 100-90-1.11. [Release of Funds] Requesting release of reserved funds, Residential Rent Stabilization and Arbitration Board, in the amount of \$38,640, for special fund status (to defray the cost of the Sub-object work order 420 City Attorney services). (Residential Rent Stabilization and Arbitration Board)

ACTION: All consent items severed.

Item 1a, File 101-88-79.2. Hearing held.
Consideration continued to 2/6/91.

Item 1b, File 153-91-1. Hearing held. Amended to provide for ratification of action previously taken.
New Title: "[Grant - Federal Funds] Authorizing the Department of Social Services to apply for a grant in the amount of \$707,147 from the Office of Substance Abuse Prevention, Public Health Service, Federal Department of Health and Human Services; providing for ratification of action previously taken".
Recommended as amended.

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Item 1c, File 100-90-1.11. Hearing held. Amended to allow retroactive expenditure. Release of \$38,640 recommended as amended. Filed.

REGULAR CALENDAR

2. File 97-91-1. [District Attorney Insurance Investigation Fund] Ordinance amending Administrative Code by adding Section 10.117-105 thereto establishing a District Attorney Insurance Investigation Fund for the acceptance and expenditures of monies received by the California Department of Insurance for the investigation and prosecution of automobile insurance fraud cases. (District Attorney)

(Consideration continued from 1/23/91)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

3. File 101-90-43. [Government Funding] Ordinance appropriating \$16,500,000, Sheriffs Department, for various capital improvement projects (Prop A Correctional Facilities Improvement Bond). RO #90149. (Controller)

(Consideration continued from 1/23/91)

ACTION: Hearing held. Amended to place \$5,760,120 on reserve for Jail No. 3, New Services Building (see file for details). New Title: "[Government Funding] Appropriating \$16,500,000 for various capital improvement projects (Prop A Correctional Facilities Improvement Bond); placing \$5,760,120 on reserve". Recommended as amended.

4. File 102-90-8. [Public Employment] Amending Ordinance No. 288-90 (Annual Salary Ordinance, 1990-91) reflecting the addition of one new position at the Medical Examiner/Coroner; companion measure to File 101-90-45. (Civil Service Commission)

ACTION: Hearing held. Amended to create one temporary 2456 L Assistant Forensic Toxicologist I position in lieu of one permanent 2456 Assistant Forensic Toxicologist I position (see line 14). Recommended as amended.

5. File 101-90-45. [Government Funding] Ordinance appropriating \$52,149, Medical Examiner's Office, for permanent salaries and related mandatory fringe benefits, for the creation of one position - 2456 Assistant Forensic Toxicologist I; companion measure to File 102-90-8. RO #90153. (Controller)

ACTION: Hearing held. Amended to reflect creation of one temporary 2456 L Assistant Forensic Toxicologist I position in lieu of one permanent 2456 Assistant Forensic Toxicologist I position, as in Item 4 (see page 2, line 7). Recommended as amended.

6. File 101-90-46. [Government Funding] Ordinance appropriating \$6,374,971, Port Commission, for facilities maintenance project (FEMA/OES Master Project). RO #90156. (Controller)

ACTION: Hearing held. Amended to place \$6,261,404 on reserve for completion of various construction projects pending selection of outside contractors and submission of MBE/WBE status. New Title: "[Government Funding] Appropriating \$6,374,971 for facilities maintenance project (FEMA/OES Master Project), Port Commission for Fiscal Year 1990-91; placing \$6,261,404 on reserve". Recommended as amended.

7. File 101-90-47. [Government Funding] Ordinance appropriating \$37,914,100, Cleanwater Program, for capital improvement project (Lake Merced Transport Plan). RO #90157. (Controller)

ACTION: Hearing held. Consideration continued to 2/13/91.

8. File 101-90-48. [Government Funding] Ordinance appropriating \$28,800, Real Estate, for property acquisition (purchase air rights). RO #90159. (Controller)

ACTION: Hearing held. Recommended.

9. File 101-90-49. [Government Funding] Ordinance appropriating \$7,277, District Attorney, for services of other departments-Central Shop. RO #90160. (Controller)

ACTION: Hearing held. Amended to reduce appropriation by \$301 to reflect correct appropriation amount of \$6,976. New Title: "[Government Funding] Appropriating \$6,976 for services of other departments-central shop, District Attorney for Fiscal Year 1990-91". Recommended as amended.

10. File 101-90-50. [Government Funding] Ordinance appropriating \$1,000, Medical Examiner, for services of other departments - Central Shop. RO #90161. (Controller)

ACTION: Hearing held. Amended to reduce appropriation by \$222 to reflect correct appropriation amount of \$778. New Title: "[Government Funding] Appropriating \$778 for services of other departments-central shop, Medical Examiner for Fiscal Year 1990-91". Recommended as amended.

11. File 101-90-51. [Government Funding] Ordinance appropriating \$310, Department of Agriculture, for services of other departments-Central Shop. RO #90162. (Controller)

ACTION: Hearing held. Recommended.

12. File 101-90-52. [Government Funding] Ordinance appropriating \$384,000, Police Department, for services of other departments-Central Shop. RO #90163. (Controller)

ACTION: Hearing held. Amended to reduce appropriation by \$253,825 to reflect correct appropriation amount of \$130,175. New Title: "[Government Funding] Appropriating \$130,175 for services of other departments-central shop, Police Department for Fiscal Year 1990-91". Recommended as amended.

13. File 101-90-53. [Government Funding] Ordinance appropriating \$300,572, Department of Public Works, for program project budget (hardship loans and administrative costs). RO #90164. (Controller)

ACTION: Hearing held. Recommended.

14. File 47-91-1. [Parking Garage Lease-Amendment and Sublease] Ordinance consenting to subleasing of a portion of St. Mary's Square Parking Garage; approving and authorizing execution of Fifth Amendment of St. Mary's Square Parking Garage Lease. (Real Estate Department)

ACTION: Hearing held. Recommended.

15. File 133-91-1. [California Department of Conservation Glass Recycling Grant] Resolution authorizing the Chief Administrative Officer to apply for \$90,200 in grant funds from the California Department of Conservation for a Glass Recycling Demonstration Project. (Chief Administrative Officer)

ACTION: Tabled (at request of Department)

16. File 134-91-1. [Earthquake Impacts - California Seismic Safety Commission] Resolution authorizing the Director of Planning to accept and expend funds from the California Seismic Safety Commission totalling \$5,000 for the period November 15, 1990 to June 30, 1991. (Department of City Planning)

ACTION: Hearing held. Recommended.

17. File 146-91-4. [Grant - State Funds] Resolution authorizing adoption of the AB 75 Capital Outlay Plan for the City and County of San Francisco; and to expend \$3,991,643 in funds from the AB 75 Capital Outlay Fund of the State for capital improvements as described in the AB 75 Capital Outlay Plan for the City and County of San Francisco. (Mayor)

ACTION: Hearing held. Amended to reduce authorization for expenditure of the amount of \$3,991,643 by \$303,979 to \$3,687,664. New Title: "[Grant - State Funds] Authorizing adoption of the AB 75 Capital Outlay Plan for the City and County of San Francisco and expenditure of \$3,687,664 in funds from the AB 75 Capital Outlay Fund of the State for capital improvements as described in the AB 75 Capital Outlay Plan for the City and County of San Francisco". Recommended as amended.

18. File 146-91-5. [Grant - Private Funds] Resolution authorizing the Department of Public Health, AIDS Office, to apply for a grant of \$32,242 from the University of California, San Francisco to fund a portion of the Stress and Coping Among AIDS Caregivers Project. (Mayor)

ACTION: Hearing held. Amended to add that the department may "accept and expend" grant and to provide for ratification of action previously taken. New Title: "[Grant - Private] Authorizing the Department of Public Health, AIDS Office, to apply for, accept, and expend a grant of \$32,242 from the University of California, San Francisco to fund a portion of the Stress and Coping among AIDS Caregivers Project; providing for ratification of action previously taken". Recommended as amended.

19. File 146-91-6. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Homeless Program, to apply for a grant of \$212,034 from Comic Relief for the continuation of services to homeless people for January 1, 1991 through June 30, 1992. (Mayor)

ACTION: Hearing held. Amended to add that the department may "accept and expend" grant and to provide for ratification of action previously taken. New Title: "[Grant - Private] Authorizing the Department of Public Health, Homeless Program, to apply for, accept, and expend a grant of \$212,034 from Comic Relief for the continuation of services to homeless people for January 1, 1991 through June 30, 1992; providing for ratification of action previously taken". Recommended as amended.

20. File 146-91-7. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to accept and expend a grant up to the amount of \$6,721,444 from the State of California, Department of Alcohol and Drug Programs to reduce client waiting periods for substance abuse treatment services. (Mayor)

ACTION: Hearing held. Consideration continued to 2/13/91.

21. File 146-91-8. [Comprehensive Tobacco Control Plan and Budget] Resolution authorizing adoption of the Comprehensive Tobacco Control Plan and Budget; companion to File 146-91-1. (Mayor)

ACTION: Hearing held. Recommended.

22. File 146-91-1. [Grant - State Funds] Resolution authorizing the Department of Public Health, Promotion and Education, to apply for, accept and expend a second grant of \$1,595, 327 from the State Department of Health Services for the Comprehensive Tobacco Control Plan; companion to File 146-91-8. (Department of Public Health)

ACTION: Hearing held. Amended to provide authorization to Department of Public Health to apply for and accept grant of \$1,595,327 retroactively, and to expend \$1,383,257 [see Budget Analyst Report in file; page 63, paragraph 1(b)]. New Title: "[Grant - State] Authorizing the Department of Public Health, Community Public Health, Bureau of Health Promotion and Education, to apply for and accept a second grant of \$1,595,327 from the State Department of Health Services for the Comprehensive Tobacco Control Plan; providing for ratification of action previously taken, and to expend \$1,383,257". Recommended as amended.

23. File 68-90-16.1. [Grant - Federal Funds] Resolution amending Resolution No. 858-90, authorizing the Mayor of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$500,000 made available through the Office for Substance Abuse Prevention for a project entitled "The Community Partnership Program", by increasing the amount of the funds to be applied for to \$721,186, and by extending the grant period for three additional months. (Mayor)

ACTION: Hearing held. Amended to correct clerical omission on page 1, line 6 (after "for" insert comma and "accepted and expended") and to place \$237,530 on reserve (\$11,000 for training services, \$220,938 for community based self-help group services, and \$5,592 for computer equipment) pending submission of budget details, identification of contractors and EIPSC approval status. New Title: "[Grant - Federal] Amending Resolution 858-90, which authorized the Mayor of the City and County of San Francisco to apply for, accept and expend funds in the amount of \$500,000 made available through the Office for Substance Abuse Prevention for a project entitled "The Community Partnership Program", by increasing the amount of the funds to be applied for, accepted and expended to \$721,186, and by extending the grant period for three additional months; placing \$237,530 on reserve". Recommended as amended.

24. File 148-91-1. [Grant - State Funds] Resolution authorizing the Director of Public Works to expend up to \$2,874,199 from the State of California for roadway work on City streets in accordance with the State-Local Transportation Partnership Program (formerly Senate Bill 140). (Department of Public Works)

ACTION: Hearing held. Recommended.

25. File 148-91-2. [Seismic Retrofit Program - State Funds] Resolution authorizing the Director of Public Works to execute the necessary documents to apply and accept State funds from the California Department of Transportation for completed seismic retrofit inventory work for City bridges. (Department of Public Works)

ACTION: Hearing held. Recommended.

26. File 200-91-1. Hearing to consider request of the Department of Public Works for approval to apply for an Energy Conservation Loan in the amount of \$1,327,013 from the California Energy Commission for energy conservation measures in the New Sheriff's Facility and the Hall of Justice. (Department of Public Works)

(Consideration continued from 1/23/91)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

27. File 101-90-44.1. Hearing to consider the Disproportionate Share and Emergency Services Fund Program (SB 1255). (Supervisor Britt)

ACTION: Hearing held. Filed.

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

January 30, 1991

TO: Finance Committee
FROM: Budget Analyst - Recommendation
SUBJECT: January 30, 1991 Finance Committee Meeting

Item 1a - File 101-88-79.2

Department: Department of Social Services (DSS)

Item: Request to release a reserve

Amount: \$64,400

Source of Funds: General Fund monies appropriated in the DSS 1988-89 budget but placed on reserve.

Description: In March 1989, the Board of Supervisors approved a Supplemental Appropriation Ordinance (File 101-88-79) to appropriate \$230,000 for professional services to conduct classification studies for DSS. The \$230,000 was reserved pending selection of the outside contractor, hourly rates, estimated hours, and determination of the MBE and WBE status of the contract. The Board of Supervisors subsequently released funds in the amount of \$127,000 (File 101-88-79.1) to initiate a contract with Ralph Andersen and Associates to conduct the first phase of a classification study for the DSS in May 1989, and continued to reserve \$73,000 for the phase two study. The remaining \$30,000 (\$230,000 less \$127,000 less \$73,000) was returned to the City's General Fund. The Department of Social Services is requesting a release of the reserve in the amount of \$64,400 for phase two of the classification study. The proposed phase two funds would be used to acquire contract services to provide an expanded Classification and Performance Standards Study to include additional "DSS only" classifications and Social Worker and Eligibility Worker series common to DSS and the Department

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of Public Health (DPH), and additional costs of the classification review of the first phase of the study due to the higher cost of separating out the "DSS only" classifications. The \$64,400 requested by DSS is \$8,600 less than the \$73,000 on reserve for the purpose of the phase two contract.

The proposed second phase of the study would provide for an expanded classification and performance standards study for DSS positions not previously studied as well as those DPH classes that are closely related to the DSS Social Worker and Eligibility Workers series. Elements of the proposed study would include: analysis of departmental classifications and those of DPH and the development of new classification specifications as needed; evaluation and analysis of current internal relationships between classifications and recommendations for revised internal relationships between classifications; analysis of the Department's current performance appraisal system and development of job-related performance standards for each classification; and development of an ongoing classification maintenance plan.

The \$73,000 for the second phase of the classification study remained on reserve pending clarification as to details relating to a City-wide classification study that did not materialize. The proposed study of classifications at the DPH is being undertaken at the suggestion of the Civil Service Commission to examine the possibility of consolidating the Social Worker and Eligibility Worker functions performed by the DPH and DSS. Therefore, the current request for release of reserved funds is not a City-wide study as originally intended.

DSS selected an outside contractor through a Request For Proposal (RFP) process. A total of 29 firms were sent notices informing them of the RFP. Of the 29 firms notified, four firms responded to DSS with requests for further information. The firms which responded included, Lillian Holford Personnel Services, Redenux and Associates, U.S. Human Resources Group and Ralph Andersen and Associates. Of the firms that responded, only one firm, Ralph Andersen and Associates, submitted a bid which was selected to conduct the study.

The following is a breakdown of costs for the classification study as provided by Ralph Andersen and Associates:

BOARD OF SUPERVISORS
BUDGET ANALYST

Phase Two

A total of 148 positions studied
at a cost of \$300 per position, or
528 staff hours at an average cost of
\$84 per hour: \$44,400

Expenses 5,000*

Additional Cost For Phase One

157 staff hours at an average cost
of \$84 per hour 13,200

Expenses 1,800*

Total \$64,400

* Cost for operating expenses is based on guidelines contained in the Request for Proposals. These operating expenses include, printing, photocopy, materials, travel, telephone, postage and insurance.

Comments:

1. According to Ms. Mohini Mirchandini, Contract Manager at DSS, the Department has been notified by the State Department of Social Services that the proposed classification study represents a category of expenditure that is reimbursable by the State. Ms. Mirchandini adds that because expenditures for the proposed study would be reimbursed by the State at the same rate as other departmental expenditures, DSS anticipates the City would recover approximately 75 percent, or \$48,300 of the costs of the proposed \$64,400 study. Therefore, 25 percent, or \$16,100 of the \$64,400 required for the study would be funded through the General Fund.
2. Mr. Isaiah Rothblatt, Contract Manager of DSS, reports that Ralph Andersen and Associates is neither a Minority Business Enterprise firm nor a Women Business Enterprise firm. According to Mr. Rothblatt, the firm of Ralph Andersen and Associates intended to subcontract with an MBE or WBE firm. The Budget Analyst requested information from DSS as to the amount of MBE/WBE participation of the subcontractors regarding this requested phase two classification study. Ms. Mirchandini then advised the Budget Analyst that Ralph Andersen and Associates has subsequently decided not to use any MBE/WBE participation. Ms. Mirchandini stated that Ralph Andersen advised DSS that this decision was made

BOARD OF SUPERVISORS
BUDGET ANALYST

because in the past experience of Ralph Andersen and Associates, the work performed by such MBE/WBE firms was substandard.

Based on these comments from DSS, the Budget Analyst recommends that DSS provide a written clarification of this matter directly to the Finance Committee and that the entire \$64,400 request continue to be reserved, pending resolution of DSS's position regarding the MBE/WBE status on this proposed phase two classification study.

Recommendation: Continue to reserve the \$64,400 pending written clarification from DSS of the MBE/WBE status of the classification study contractor.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 1b - 153-91-1

Department: Department of Social Services (DSS)

Item: Resolution authorizing the DSS to apply for a new three year Federal grant.

Grant Amount: \$701,147

Source of Grant: Department of Health and Human Services (DHHS),
Office of Substance Abuse Prevention

Grant Period: July 1, 1991 through June 30, 1994

Project: Perinatal Substance Abuse Program (PSAP)

Description: The proposed grant would fund a three year program to link clients of DSS and local public health centers with intensive case management services with the goal of helping the clients gain access to drug treatment, prenatal care, and support services. In addition, the grant would fund a full-time social worker to work in the Children and Mothers Parenting Project (CHAMPP). CHAMPP provides in-home intervention by public health nurse specialists for pregnant and new mothers with current or past histories of crack cocaine use and alcohol or other drug use. PSAP would also provide funds to purchase child care slots for clients of the program and several hours of van services per day to provide clients with regular transportation services.

Project Budget:	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
<u>Personnel DSS/CHAMP</u>				
Social Worker (1.0 FTE)	\$33,079	\$44,831	\$47,072	\$124,982
Staff Trainer (0.8 FTE in year 1 and 0.4 FTE in years 2 and 3.)	3,908	1,471	1,575	6,954
Fringe Benefits	<u>13,329</u>	<u>12,266</u>	<u>12,878</u>	<u>38,473</u>
Total Personnel	\$50,316	\$58,568	\$61,525	\$170,409
<u>Supplies</u>	1,000	1,000	1,000	3,000
<u>Contractual Services</u>				
Community Based				
Case Managers (2.0 FTE)	66,666	84,000	88,200	238,866
Transportation				
For Clients	32,175	45,045	47,297	124,517
Child Care	17,550	24,570	25,798	67,918
Evaluation	20,000	21,000	22,050	63,050

BOARD OF SUPERVISORS
BUDGET ANALYST

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Total</u>
Indirect Cost	<u>9,385</u>	<u>11,709</u>	<u>12,293</u>	<u>33,387</u>
Total Project Budget	\$197,092	\$245,892	\$258,163	\$701,147

**Indirect Cost
Rate:**

\$33,387 for the 3-year grant period or 5 percent of the grant budget.

Local Match:

None

Comments:

1. The DSS reports that the application for these grant funds has already been submitted. Therefore, the proposed legislation should be amended to authorize the DSS to apply for the proposed grant retroactively.

2. As of the writing of this report, the DPH was unable to provide RFP or sole source information on the contractual services in the project budget. Mr. Chris Collins of the DSS reports that the RFP or sole source information on the contractual services will be made available when the DSS submits its request to the Board of Supervisors to accept and expend the grant funds.

3. Attached is the Health Commission's "Summary of Grant Request" as prepared by the DSS.

Recommendation: Amend the proposed legislation to authorize the DSS to apply for the proposed grant retroactively and approve the proposed legislation as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Summary of Grant Request

Attachment
Rev. 4/10/90

Sponsoring Office of Substance Abuse Prevention
 Contact Person Lis Breckenridge
 Address Rm 650 Fishers Lane
Rockville, MD 20857
 Amount Requested \$ 701,147
 From July '91 To June '94
 Division DSS-Family & Childrens
 Section Services
 Contact Person Carla Javits
 Telephone 557-5604
 Application Deadline Nov. 15, 1990
 Notification Expected April, 1991
 Board of Supervisors Finance Committee
Full Board

Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 grant in the amount of \$ 701,147 from the period of 7/91 to 6/94
 to provide Substance abuse prevention case management services & support

Summary (Concise, brief, and to the point summary of the project and its objectives)
 Would provide case management and support services to pregnant and post partum
 substance abusing women and their children.

Outcomes/Objectives:
 Reduce substance abuse among members of the target population and improve the birth
 outcomes of children of women in the target population.

Effects of Reduction or Termination of These Funds: Would make it more
 difficult for DSS to refer substance abusing pregnant and post partum substance
 use women to appropriate services.

Financial Information:

	Col. A 1st yr	Col. B 2nd yr	Col. C 3rd yr	Col. D	Req. Match	Approved by
Ant Amount	197,092	245,892	258,163	701,147		
Personnel	50,316	58,568	61,525	170,409		
Equipment	0	0	0	0		
Contract Svc.	136,391	174,615	183,345	494,351		
Mat. & Supp.	1,000	1,000	1,000	3,000		
Utilities/Space						
Travel						
Direct Costs	9,385	11,709	12,293	33,387		

Data Processing

	Col. A 1st yr	Col. B 2nd yr	Col. C 3rd yr	Col. D	Req. Match	Approved by
Personnel						
CSC						
CSC						
Contractual						

(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 None

grant funded employees be retained after this grant terminates? If so, How?
 application did not commit DSS to retain new staff after the grant terminated

Contractual Services: Open Bid X Sole Source _____
 (If sole source, attach Request for Quotation Form)

Item 1c 100-90-1.11

Department: Residential Rent Stabilization and Arbitration Board (Rent Board)

Proposed Action: Release of reserved funds previously appropriated for City Attorney services. The funds were appropriated in the Rent Board's 1990-91 budget.

Amount: \$38,640

Source of Funds: Residential Rent Stabilization and Arbitration Board's special funds

Description: The Rent Board's FY 1990-91 budget includes \$38,640 to fund the cost of City Attorney activities for the Rent Board. The City Attorney handles all legal work for the Rent Board such as providing counsel when the Rent Board is being sued, giving advise regarding the Rent Ordinance, and drafting amendments to the Rent Ordinance, on an as-needed basis. The \$38,640 budgeted for the Rent Board for FY 1990-91 for City Attorney services was based on the actual City Attorney expenditures for FY 1989-90. The City Attorney has accrued \$22,607 for 222 hours of services already rendered to the Rent Board during the first six months of FY 1990-91 (\$8,172 for the first quarter and \$14,435 for the second quarter). Mr. Joe Grubb of the Rent Board reports that it is difficult to predict the number of possible suits that could be filed against the Rent Board during the second half of FY 1990-91. The \$38,640 was reserved pending the outcome of the Rent Board fee legislation which was subsequently approved in October 1990 (File 109-90-5).

The Rent Board fee legislation continued the Rent Board's funding as a special fund department. The \$38,640 was reserved subject to the department continuing as a special fund department.

Comment: Since the Rent Board reports that the City Attorney has accrued \$22,607 for 222 hours of services already rendered during the first six months of FY 1990-91, the release of reserved funds should be made retroactive.

Recommendation: Amend the proposed release of reserved funds to allow retroactive expenditure and release the reserved funds in the amount of \$38,640.

Memo to Finance Committee
January 30, 1991

Item 2 - File 97-91-1

Note: This item was continued for one week by the Finance Committee at its meeting of January 23, 1991 in order to determine if the proposed new special fund is required.

Department: District Attorney

Item: Ordinance to amend the San Francisco Administrative Code by adding Section 10.117-105 to establish a new special fund, the District Attorney Insurance Investigation Fund.

Description: The proposed resolution would amend the Administrative Code to establish and define a new special fund. The District Attorney Insurance Investigation Fund would be a depository for monies distributed by the California Department of Insurance. Monies in the proposed special fund would be disbursed and expended for District Attorney investigations and prosecutions of automobile insurance fraud cases.

Other proposed requirements regarding the proposed District Attorney Insurance Investigation Fund are as follows:

- The District Attorney shall report all special fund expenditures to the City Controller and the Budget Analyst of the Board of Supervisors, quarterly.
- Expenditures greater than \$10,000 other than for investigation and prosecution services require Board of Supervisors approval by ordinance (This same provision is included for the Narcotics Forfeiture and Asset Seizure Fund).
- Costs of administering the special fund may not be recovered from the special fund.
- The special fund's year-end balance is deemed to have been appropriated for a specific purpose within the meaning of Charter Section 6.306 and shall be carried forward to the following fiscal year.

Comments: 1. The District Attorney's Office reports the receipt of two payments from the California Department of Insurance, \$44,674 in November 1989, and \$41,632 in June, 1990, or a total of \$86,306 in roughly a one year period.

2., The District Attorney's Office is currently investigating seven automobile insurance fraud cases, one of which is considered a large case.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. Regarding the need for the proposed new special fund, Mr. Lakey of the City Attorney's Office stated that he was not aware of any State law that requires the City and County of San Francisco to establish and maintain a special fund for the monies received from the California Department of Insurance. As of the writing of this report, the District Attorney could not provide us with any reference to State regulations which would require the establishment of such a special fund.

4. Although the proposed Administrative Code amendment would include a requirement that all expenditures for more than \$10,000 for purposes other than investigation and prosecution require Board of Supervisors approval by ordinance, the Budget Analyst recommends that all expenditures greater than \$10,000 for all purposes, including for investigation and prosecution, be subject to approval by the Board of Supervisors, if this special fund is approved.

Recommendation: Approval of the proposed ordinance to establish a new special fund is a policy matter for the Board of Supervisors. If this special fund is approved, amend the proposed ordinance to require that all expenditures of more than \$10,000 for any purpose be subject to Board of Supervisors approval by ordinance and approve the proposed ordinance as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 3 - File 101-90-43

Note: This item was continued by the Finance Committee at its meeting of January 23, 1991.

Department: Sheriff

Item: Supplemental Appropriation Ordinance to appropriate bond proceeds.

Amount: \$16,500,000

Source of Funds: Correctional Facilities Improvement Bonds of 1990 (being sold as Series 1991C)

Description: In November, 1990, the electorate approved Proposition A which authorized \$16.5 million in General Obligation Bonds as the local match to \$39.5 million in State grants for the construction of a new jail medical facility, a larger work furlough facility and for making health, safety and other improvements to the jails. Issuance and sale of these bonds were approved by the Board of Supervisors in December, 1990 (Files 170-90-13 and 170-90-14, respectively). The proposed Supplemental Appropriation Ordinance would authorize appropriation of the \$16.5 million in bond proceeds, as detailed in the attached preliminary cost estimate from the Sheriff's Office. A brief description of the New Sheriff's Facility project and the New Services Building at County Jail #3 project that are included as items 2 and 3 on the attachment are as follows:

New Sheriff's Facility

This project is the construction of a new building in the Hall of Justice parking lot. The building would contain a new booking/release area, a centralized medical and psychiatric treatment and housing area for the prisoners in the jail system, a work furlough program, and space for associated operational and administrative functions.

New Services Building at County Jail #3 in San Bruno

This project primarily consists of the construction of a services building at the jail complex. The services building would include a new heating plant, a centralized kitchen and laundry for the entire jail system, related support areas, and necessary site work.

BOARD OF SUPERVISORS
BUDGET ANALYST

Mr. Gerald Costanzo of the Department of Public Works, reports that a more refined budget for the expenditure of the State grant and Proposition A funds is being prepared and will be submitted with the required legislation to accept and expend the State grant funds.

Comment:

Mr. Peter Goldstein of the Mayor's Office recommends reserving \$5,760,120 of the proposed \$6,940,000 Supplemental Appropriation for the New Services Building Project at County Jail #3 because of the possibility of cost overruns on the higher priority New Sheriff's Facility Project. The Department of Public Works concurs with this recommendation.

Recommendation:

Amend the proposed Supplemental Appropriation Ordinance to reserve \$5,760,120 allocated for the New Services Building Project and approve the proposed ordinance as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST



OFFICE OF
THE SHERIFF

MICHAEL HENNESSEY, Sheriff
WALTER THOMAS, Undersheriff
EDGAR FLOWERS, JR., Assistant Sheriff

Room 333, City Hall
SAN FRANCISCO, CA 94102
Administration 554-7225

Mr. Merlin Zimmerly
Budget Analyst Office
Board of Supervisors

January 25, 1991

Mr. Zimmerly,

Below is listed the approximate division of Proposition A funds within the approved projects. This breakdown represents my best understanding to date, based on our contract proposal to the State Board of Corrections. As the projects progress there will be some adjustments to this division of funds.:

1. General Bond Required Services:

Bond Counsel Services	\$60,000
Controller's Office Services	\$15,600
<u>CAO Financial Services</u>	<u>\$2,275</u>
Total:	\$77,875

2. New Sheriff's Facility:

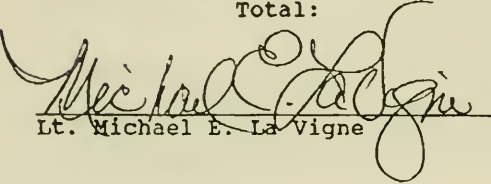
Relocation Costs (Parking Lot Lease/Renov.)	\$1,013,385
Permits	\$114,055
Construction	\$762,010
Construction Contingency	\$76,201
Architectural Consultant/Construction Admin	\$414,455
Construction Management Consultanat	\$890,951
Construction Management City Forces	\$300,000
County Management & Administration	\$366,900
Construction Testing	\$300,000
Geo Tech (Construction)	\$60,000
Art Enrichment	\$600,000
Furniture & Equipment	\$300,000
<u>Sheriff's Transition Costs</u>	<u>\$65,112</u>
Subtotal:	\$5,263,070

Reimbursement of Costs Already Incurred	\$2,179,000
<u>Unknown Ineligibles</u>	<u>\$2,150,347</u>
Total	\$9,592,417

Proposition A Breakdown:

page 2

3.	<u>New Services Building at County Jail #3:</u>	
	Architectural Consultant (Design)	\$825,540
	EIR Preparation Costs	\$100,000
	Construction Management Consultant	\$26,460
	Construction Management City Forces	\$60,000
	County Management & Administration	\$98,584
	Construction	\$4,939,040
	Construction Contingency	\$493,904
	Construction Testing	\$81,000
	Geo Tech (Design)	\$9,000
	Geo Tech (Construction)	\$14,400
	Art Enrichment	\$162,000
	<u>Permits</u>	<u>\$19,780</u>
	Total:	<u>\$6,829,708</u>


Lt. Michael E. La Vigne

Items 4 and 5 - Files 102-90-8 and 101-90-45

Department: Medical Examiner/Coroner

Items: Supplemental Appropriation Ordinance (File 101-90-45), for the creation of one position.

Annual Salary Ordinance Amendment (File 102-90-8) reflecting the addition of one permanent position.

Amount: \$52,149

Source of Funds: Appropriation of Special Revenue Fund monies (fines imposed for laboratory costs related to driving-while-under-the-influence convictions).

Description: The proposed amendment to the 1990-91 Annual Salary Ordinance (File 102-90-8) would add one permanent 2456 Assistant Forensic Toxicologist I position. Mrs. Matson of the Medical Examiner/Coroner's Office reports that the Department currently has a temporary toxicologist position performing the duties of the proposed 2456 Assistant Forensic Toxicologist I. This toxicologist performs drug analysis in connection with persons accused of driving while under the influence of alcohol or drugs. According to the Medical Examiner/Coroner the drug analysis performed by this position is an essential element in the processing of court cases involving persons accused of driving-while-under-the-influence.

Mrs. Matson advises that the original source of funding for the toxicologist was a State grant which was received through the Mayor's Council on Criminal Justice. As such, the position was funded as a temporary position through a work order to the Mayor's Council on Criminal Justice, and was not included as a permanent position in the Annual Salary Ordinance. The State grant funding for the toxicologist expired June 30, 1989. In response to the expiration of the State grant funds and the inability to identify an alternative source of grant funding, the Medical Examiner/Coroner, continued to retain the position in FY 1989-90 by using funds from their Work Order Fund. In June of 1990, the Medical Examiner/Coroner requested the Controller to approve an administrative transfer of surplus permanent salaries to reimburse the Department's Work Order Fund. The proposed amendment, which will be reviewed by the Civil Service Commission at a future date, is as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

<u>Action</u>	<u>No.</u>	<u>Class/Title</u>	1990-91 <u>Biweekly</u> <u>Salary</u>	1990-91 <u>Annual</u> <u>Salary</u>
Add	1	2456 Assistant Forensic Toxicologist I	\$1,513- \$1,835	\$39,489- \$47,894

The proposed Supplemental Ordinance (File 101-90-45) would appropriate \$52,149 from Special Revenue Fund monies for Permanent Salaries (\$41,288 - Step 3) and Fringe Benefits (\$10,861), to fund the 2456 Assistant Forensic Toxicologist I position for the period of July 1, 1990 to June 30, 1991.

Comments:

1. The Medical Examiner/Coroner reports that the proposed supplemental appropriation in the amount of \$52,149 would be used to fund the 2456 Assistant Forensic Toxicologist I position for the entire 1990-91 fiscal year. Mrs. Matson reports that the position has been funded by permanent salaries since July 1, 1990. Therefore, a portion of the proposed \$52,149 supplemental appropriation would be used to reimburse the Department's permanent salaries account and the remainder would be used to fund the position through the end of Fiscal Year 1990-91 (June 30, 1991).

2. In addition to the Medical Examiner/Coroner, two other departments, the Police Department and the Department of Public Health (DPH) are entitled to receive revenues from the Special Revenue Fund. According to Mrs. Matson, all three Departments are in agreement that the \$52,149 required to fund the 2456 Assistant Forensic Toxicologist I position for FY 1990-91, should be made available from the Special Revenue Fund monies. However, Mrs. Matson advises that effective July 1, 1991, the three Departments have negotiated an agreement that would give the Medical Examiner/Coroner access to 11 percent of the funds deposited to the Special Revenue Fund. Mrs. Matson was unable to provide an estimate, at this time, of the amount of funds that would be available, to fund the 2456 Assistant Forensic Toxicologist I position in FY 1991-92, based on the Department having access to 11 percent of the funds deposited to the Special Revenue Fund. Mrs. Matson advises that if it is determined that there will not be sufficient funds available from the Special Revenue Fund to fund the 2456 Assistant Forensic Toxicologist I position in FY 1991-92, the Department intends to include a request for General Fund monies, in its FY 1991-92 departmental budget request, to provide the additional monies needed to fund this position.

BOARD OF SUPERVISORS
BUDGET ANALYST

3. The Budget Analyst concurs with the need to provide the supplemental appropriation in the amount of \$52,149 to fund the 2456 Assistant Forensic Toxicologist I for FY 1990-91. However, in view of the possibility that this previously State grant-funded position may require General Fund monies in Fiscal Year 1991-92 and given the City's potential fiscal problems for 1991-92, the Budget Analyst believes that the 2456 Assistant Forensic Toxicologist I position should remain a temporary position for the remainder of FY 1990-91. In order to maintain the position as a temporary position, the Budget Analyst recommends that the proposed amendment to the Annual Salary Ordinance be amended to designate the 2456 Assistant Forensic Toxicologist I as a temporary "L" position. The Medical Examiner/Coroner should include any request to make this position permanent in its proposed FY 1991-92 departmental budget in order that the Board of Supervisors can evaluate the priority needs of all new permanent Departmental positions in the Mayor's forthcoming 1991-92 annual City budget.

- Recommendations:**
1. Amend the proposed amendment to the Annual Salary Ordinance (File 102-90-8) to create one temporary 2456 L Assistant Forensic Toxicologist I position in lieu of one permanent 2456 Assistant Forensic Toxicologist I position and approve the legislation as amended.
 2. Approve the proposed Supplemental Appropriation Ordinance (File 101-90-45) to continue the position as a temporary position through the end of Fiscal Year 1990-91 (June 30, 1991).

Memo to Finance Committee
January 30, 1991

Item 6 - File 101-90-46

Department: Port of San Francisco

Item: Supplemental Appropriation Ordinance for earthquake repairs.

Amount: \$6,374,971

Source of Funds: San Francisco Harbor Operating Fund

Description: As a result of the October 17, 1989 earthquake, the Port facilities sustained damage estimated to cost approximately \$18,675,216 to repair. The Port has provided the attached list of the proposed repairs that shows the amount of repairs to be funded by Federal Emergency Management Agency (FEMA) reimbursements totalling \$4,300,073 leaving a balance of \$14,375,143 (\$18,675,216 less \$4,300,073) to be financed by other sources. The attachment also provides descriptions and the priorities of the 39 projects. The Port has identified the following funding sources:

Estimated Total Cost of Repairs	\$ 18,675,216
FEMA Reimbursements	<u>4,300,073</u>
Estimated Cost of Repairs to be Financed by Other Sources	\$14,375,143

Other Financing Sources Identified:

Administrative Costs Chargeable to FEMA	\$ 78,590
Economic Development Administration (EDA) Grant	2,000,000
Unitary Tax Fund	2,000,000
Port's Operating Budget for FY 1990-91	<u>1,343,682</u>
Subtotal - Other Financing	<u>\$5,422,272</u>

Estimated Cost of Repairs to be Funded	\$8,952,871
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Projects to be Deferred:

Ferry Building Phases II, III, IV	\$1,577,900
Pavement Repairs to Piers 80, 94 and 96	<u>1,000,000</u>
Subtotal - Deferred Projects	<u>\$2,577,900</u>

Remaining Estimated Cost of Repairs -

Subject of Proposed Supplemental Appropriation	\$6,374,971
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BOARD OF SUPERVISORS
BUDGET ANALYST

The proposed Supplemental Appropriation Ordinance would provide the Port revenues needed to complete ten projects. The total estimated cost of these projects is for construction and a ten percent construction contingency, except as noted. Design work and construction management will be performed by the Port and funded in the Port's operating budget. The ten projects are as follows:

Priority Reference to <u>Attachment</u>		Total Project <u>Cost</u>	FEMA & Other <u>Funding</u>	Supple- mental Appropri- <u>ation</u>
24A	Ferry Building Repair - Phase I	\$ 608,500	\$ 468,783	\$139,717
25	Ferry Plaza and Pier 27	975,261	771,298	203,963
26	Piers 15, 23, 35 and Seawall Lot 340	46,271	36,362	9,909
27	Piers 1, 1-1/2, 3, 9, 17, 19,23, and 27	54,984	49,647	5,337
28	Piers 26, 29, 31, 33, 46, 48, 80 and 96	35,729	28,143	7,586
29	Piers 30 and 32	30,104	23,896	6,208
30	Pier 45	11,267,193	5,492,565	5,774,628
31	Pile Repairs - Various Locations	165,441	129,961	35,480
32	Seawall Repairs - Various Locations	329,715	216,148	113,567
33	Pier 70	387,247	299,878	87,369
Amount by which FEMA & Other Funding for the other 29 projects exceed the estimated Total Project Cost for these Projects				
		<u>4,774,771</u>	<u>4,783,564</u>	<u>(8,793)</u>
	Total	\$18,675,216	\$12,300,245	\$6,374,971

All construction for the ten projects, to be partially funded by the proposed Supplemental Appropriation, will be performed by outside contractors with the exception of Seawall Repairs - Various Locations which will be performed by the Port's Maintenance Division. The outside contracts would be awarded through a competitive bid process.

Comment: The proposed supplemental funding of \$6,261,404 (\$6,374,971 total less amounts of \$113,567 for Seawall Repairs - Various Locations to be performed in-house) should be reserved pending final selection of the outside contractors, including the MBE/WBE status of the contractor.

Recommendation: Amend the proposed Supplemental Appropriation Ordinance to reserve the amount of \$6,261,404 as detailed in the Comment above pending selection of the outside contractors and submission of MBE/WBE status and approve the proposed Supplemental Appropriation Ordinance as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

PRIO- ITY	FACILITY	PROJECT DESCRIPTION	PROJECT COST		
			APPROVED OSR	ADDITIONAL COST	TOTAL PROJECT
1	PIER 21	TITLE: A/C PAVEMENT - FRONT OF PIER DESCRIPTION: Asphalt pavement cracked and settled as a result of the earthquake. WHY NEEDED: To repair earthquake damage.	2,502	0	2,502
1	STL 338	TITLE: RAILROAD TRACK AND PAVEMENT DESCRIPTION: Asphalt pavement cracked and settled as a result of the earthquake. WHY NEEDED: To repair earthquake damage.	9,536	0	9,536
2	VAR LCC	TITLE: UTILITY REPAIR DESCRIPTION: Earthquake caused breaks in water, sewer and electrical lines. WHY NEEDED: To repair earthquake damage.	15,464	0	15,464
3	VAR LCC	TITLE: EMERGENCY WORK DESCRIPTION: This project included the following miscellaneous protective measures: (1) station removal, security, traffic control, safety inspections, parking lot repair and later column repair. WHY NEEDED: To provide protective measures for damage from earthquake.	343,300	0	343,300
4	VAR LCC	TITLE: DENTIS REMOVAL DESCRIPTION: Remove, load and haul debris to disposal sites. WHY NEEDED: To clean-up earthquake related debris.	15,805	0	15,805
5	FERRY BLDG	TITLE: ROOF 3100 CEILING REPLACEMENT	24,000	16,354	40,354

PORT OF SAN FRANCISCO
FINANCE & ADMINISTRATION/JAG
FILE: EARTHQUAKE.XC1

EARTHQUAKE PROJECT DESCRIPTIONS

AS OF: 01-REV-80
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PRIOR- ITY	FACILITY	PROJECT DESCRIPTION	PROJECT COST		
			APPROVED DSR	ADDITIONAL COST	TOTAL PROJECT

5 DESCRIPTION: Remove existing damaged ceiling tile assembly at assembly and engineering areas. Replace with new earthquake-resistant ceiling tile assembly.

5 WHY NEEDED: To repair earthquake damage.

6 PERRY BLDG TITLE: 2ND FLOOR ASBESTOS REMOVAL 12,250 0 12,250

6 DESCRIPTION: After the October 1989 earthquake, widespread fire proofing containing asbestos was shaken off the structural steel of the building. Several offices were contaminated. A licensed asbestos removal company was retained to clean up the asbestos.

6 WHY NEEDED: Before these offices could be reoccupied after the earthquake, ceiling tiles and surfaces had to be decontaminated. Asbestos is a recognized health hazard and is heavily regulated.

*** MERGED INTO PRIORITY 3 ***

7 PIER 1 PARKING GATE REPAIR

8 PERRY BLDG TITLE: FLAG POLE REMOVAL 9,700 0 9,700

8 DESCRIPTION: October 1989 earthquake tilted and deflected Perry Building tower such that flagpole on top was bent and in danger of falling.

8 WHY NEEDED: Emergency contract took down bent flagpole.

9 PIER 90 TITLE: GRAIN TERMINAL, DRAG CONVEYER, BELT REPAIR 12,400 5,400 18,700

9 DESCRIPTION: Repairs the drag conveyor bridge supports in the south silo concrete wall which were damaged by the October 1989 earthquake.

9 WHY NEEDED: Drag conveyor transports grain from the north silo to the south silo for loading onto trucks. If not maintained, grain would spill in north terminal and normal operations would be shut down.

PROJECT COST

APPROVED
DSR

ADDITIONAL
COST

TOTAL
PROJECT

PIER-
ITY FACILITY PROJECT DESCRIPTION

10	FERRY BLDG	TITLE: UTILITY REPAIR	19,650	12,555	32,205
10		DESCRIPTION: Replace gas vents and 3" and 4" gas lines so that the Ferry Building can maintain gas service.			
10		WHY NEEDED: To restore gas service to the Ferry Building.			
11	PIER 90	TITLE: UTILITY REPAIR	0	27,650	27,650
11		DESCRIPTION: Repair of numerous breaks in the sewer, water and electrical service lines due to the earthquake.			
11		WHY NEEDED: To repair the utilities to make Pier 90 operational.			
12	PIER 10/90	TITLE: CONTAINER CRANE REPAIR	100,200	(42,000)	107,200
12		DESCRIPTION: Earthquake derailed 5 cranes and broke 3 electric motor housings, damaged electrical supply trenches and heat support legs on the cranes. This contract corrected these problems.			
12		WHY NEEDED: To allow the container cranes to function properly.			
13	FERRY BLDG	TITLE: TEMPORARY FERRY TERMINALS	24,279	0	24,279
13		DESCRIPTION: Construction of temporary ramps, passageways, stairs and berths for arriving passengers to the East Bay while the Bay Bridge was closed.			
13		WHY NEEDED: To enable East Bay residents to cross the Bay when the Bay Bridge was inoperative.			
14	FERRY BLDG	TITLE: SCAFFOLDING IN FRONT OF BUILDING	27,500	71,500	99,000
14		DESCRIPTION: Scaffolding is leased until the Ferry Building earthquake damage is repaired. Specifically, the east parapet creates a hazard to pedestrians.			
14		WHY NEEDED: To prevent any liability to human life.			

AS OF: 01-08-10
08:35 AM

EARTHQUAKE PROJECT DESCRIPTIONS

PORT OF SAN FRANCISCO
FINANCE & ADMINISTRATION/TAG
FILE: EARTHQUAKE.TCS

PRIORITY	FACILITY	PROJECT DESCRIPTION	PROJECT COST		
			APPROVED COST	ADDITIONAL COST	TOTAL PROJECT
15	FERRY BLOS	TITLE: SEISMIC EVALUATION	12,500	112,400	124,900
15		DESCRIPTION: Identify earthquake damaged areas which need strengthening.			
15		WHY NEEDED: To identify and correct earthquake damage to Ferry Building.			
18	AGRIC. BLOS	TITLE: REPAIRS	19,034	170,015	189,050
18		DESCRIPTION: This project includes: (1) repainting and painting of walls, (2) replacing liner substructure, (3) replacing alder from sills, and (4) stuccoing exterior wall sections.			
18		WHY NEEDED: To restore building to condition prior to October 1989 earthquake.			
17	PIER 10, 11, 12	TITLE: TOPOGRAPHIC SURVEY	0	30,971	30,971
17		DESCRIPTION: Piers 10 and 12/11 have experienced accelerated settlement due to the October 1989 earthquake. Topographic surveys of the two piers will be conducted to determine the extent of the settlement.			
17		WHY NEEDED: Quantification of the extent of accelerated sloughing is required as a basis for FEMA applications.			
18	WATERFRONT	TITLE: HYDROGRAPHIC SURVEY	0	77,255	77,255
18		DESCRIPTION: The October 1989 earthquake is suspected to have caused an accelerated sloughing of bay and lake the areas surring the Pier 10 area. A hydrographic survey will quantify the extent of this sloughing so that justification for damage can be made to FEMA.			
18		WHY NEEDED: Quantification of the extent of accelerated sloughing is required as a basis for FEMA applications.			

PROJECT TITLE	FACILITY	PROJECT DESCRIPTION	PROJECT COST		
			APPROVED DCA	ADDITIONAL COST	TOTAL PROJECT
11	VARIOUS	TITLE: WATERFRONT SURVEY INSTRUMENTS	8,750	15,330	24,080
11		DESCRIPTION: Reestablishment of horizontal survey control for miller waterfront.			
11		WHY NEEDED: This is needed to establish a basis for all land surveys of the Port.			
19	PIER 10	TITLE: SHED A ROLL-UP DOORS	2,104	0	2,104
19		DESCRIPTION: Repair of roll-up doors on Shed A which were damaged in the earthquake and rendered inoperable.			
19		WHY NEEDED: To be able to utilize Shed A for cargo handling these doors must be fixed.			
29	FERRY 8006	TITLE: FLAG POLE INSTALLATION	0	45,600	45,600
29		DESCRIPTION: Fabrication and installation of flag pole on Pier 8006 assembly and 30 inch diameter sheet metal dome assembly.			
29		WHY NEEDED: To replace and repair earthquake damage at top of the Ferry Building Tower.			
21	PIER 70	TITLE: SOUTH MARINE ADMINISTRATION BUILDING REPAIR CONSULTING CONTRACT	0	40,000	40,000
21		DESCRIPTION: Provide structural engineering services to recommend repairs for damage caused by October 1989 earthquake.			
21		WHY NEEDED: The building is closed and out of service. Repairs would allow tenant to occupy building. A structural consultant is needed to make recommendations before any work can begin.			
22	FERRY PIER 28 & PIER 27	TITLE: PIER REPAIR DESIGN	0	60,000	60,000
22		DESCRIPTION: To design a lateral resistance system for these piers which were damaged in the earthquake.			

EARTHQUAKE PROJECT DESCRIPTIONS

PORT OF SAN FRANCISCO
FINANCE & ADMINISTRATION/JAG
FILES: EARTHQUAKE.YCL

PRIORITY	FACILITY	PROJECT DESCRIPTION	PROJECT COST		
			APPROVED DGR	ADDITIONAL COST	TOTAL PROJECT
22		WHY NEEDED: Little if two structures is greatly reduced. Another earthquake could cause pier failure.			
22					
23	WATERFRONT	TITLE: PAVEMENT REPAIR	482,381	120,714	603,095
23		DESCRIPTION: Repair of earthquake-damaged pavement.			
23		WHY NEEDED: To prevent further erosion of pavement.			
24	FERRY BLDG	TITLE: REPAIR - PHASE I	157,430	450,470	608,500
24		DESCRIPTION: Install tall wall central parapet bracing, strengthen roof diaphragm, replace damaged sandstone of front facade, reconstruct and replace flange and repair erected plaster throughout building.			
24		WHY NEEDED: To restore building to pre-earthquake conditions.			
24	FERRY BLDG	TITLE: REPAIR - PHASE II	0	471,380	471,380
24		DESCRIPTION: Redo south end wall, repair and strengthen Ferry Building tower, add new steel walls, replace cover to steel roof trusses and strengthen and repair roof truss system.			
24		WHY NEEDED: To restore building to pre-earthquake conditions.			
24		WHY NOT FUNDED AT THIS TIME: Project is currently being reviewed for state hazard mitigation funding, if all or any portion of project is not eligible for that funding, a future supplemental appropriation request will be made.			
24	FERRY BLDG	TITLE: REPAIR - PHASE III	0	707,400	707,400
24		DESCRIPTION: Install tier wall North-South parapet bracing, strengthen roof diaphragm, replace damaged facade in North and South wings.			
24		WHY NEEDED: To restore building to pre-earthquake conditions.			

PRIORITY	FACILITY	PROJECT DESCRIPTION	PROJECT COST		
			APPROVED DSR	ADDITIONAL COST	TOTAL PROJECT
24C		WHY NOT FUNDED AT THIS TIME: Project is currently being reviewed for state hazard mitigation funding. If all or any portion of project is not eligible for that funding, a future supplemental appropriation request will be made.			
24C					
24C					
24C					
24D	FERRY BLOC	TITLE: REPAIR - PHASE IV	0	319,000	319,000
24D		DESCRIPTION: Add new shear walls in south wing of building.			
24D		WHY NEEDED: To restore building to pre-earthquake conditions.			
24D		WHY NOT FUNDED AT THIS TIME: Project is currently being reviewed for state hazard mitigation funding. If all or any portion of project is not eligible for that funding, a future supplemental appropriation request will be made.			
24D					
24D					
24D					
25	FERRY PIER-	TITLE: PIER REPAIR	750,201	225,000	975,201
25	2A & PIER				
25	22	DESCRIPTION: Reconstruction of lateral bracing system for pier.			
25					
25		WHY NEEDED: To repair pier deck and piers in a manner that will avoid such damage from recurring.			
25					
26	PIERS 15,	TITLE: MISCELLANEOUS BUILDING REPAIRS	35,590	10,071	45,661
26	23,31,4				
26	26	DESCRIPTION: Repair of earthquake-damaged slabs, exterior and other structural elements.			
26					
26		WHY NEEDED: To repair earthquake damaged Pier buildings.			
27	PIERS 1,	TITLE: MISCELLANEOUS BUILDING REPAIRS	47,420	7,360	54,780
27	1, 17, 3,				
27	4, 12, 11,	DESCRIPTION: Repair of earthquake-damaged slabs, exterior and other structural elements.			
27	23 & 22				
27		WHY NEEDED: To repair earthquake damaged Pier buildings.			
28	PIERS 24,	TITLE: MISCELLANEOUS BUILDING REPAIRS	27,414	4,245	31,659
28	21, 21, 23,				

EARTHQUAKE PROJECT DESCRIPTIONS

PORT OF SAN FRANCISCO
FINANCE & ADMINISTRATION/YAG
FILE: EARTHQUAKE

FACILITY	PROJECT DESCRIPTION	APPROVED QSR	PROJECT COST	
			ADDITIONAL COST	TOTAL PROJECT
31 41, 43, 44	DESCRIPTION: Repair earthquake damaged sleeve extenders and minor structural elements.			
31 45	ANY NEEDED: To repair earthquake damaged Pier buildings.			
31 PIER 29/32	TITLE: CONCRETE X-TEE BRACE/BEAM CONNECTION	22,157	6,947	30,104
31 33	DESCRIPTION: Repair of concrete knee brace and connection between pier and deck that was damaged in the earthquake.			
31 34	ANY NEEDED: Repair. Is required for proper support of the arthing deck.			
31 PIER 45	TITLE: EARTHQUAKE REPAIRS	1,438,634	9,776,559	11,215,193
31 35	DESCRIPTION: Pier Incidents: (1) Soil preparation for Sheds A,B,C and D (2) and slab on tilt for Sheds A,B,C and D (3) reinforcing of slab on piers for Shed B (4) storm, (5) water and electrical utilities (5) building structural repairs in Sheds A,B,C and D (6) seismic bracing of Sheds, as required (7) interior partitions (8) valley resurfacing and pier storm water repair (9) roof repair for Sheds B and D (10) pile bracing/repair at north end of pier (11) install repair and (12) engineering.			
31 36	ANY NEEDED: Sheds A,B and C cannot be accepted due to weather. 1975 earthquake. Seismic damage needs to be repaired and facilities improved in order to restabilize the displaced section Industry at Pier 45. Only a portion of the damage in Shed D has been temporarily repaired since the earthquake.			
31 37	This project will make permanent repairs and costs appropos to Pier 45. In addition, the project will restore the pier to its west prior to the earthquake. These costs include: fish handling, parking, storage and special events;			
31 VAL LCC	TITLE: PILE REPAIR	127,242	34,179	161,421
31 38	DESCRIPTION: This contract will repair the pile cracks near the deck level at various piers and locations.			

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AS OF: 04-Nov-90
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EARTHQUAKE PROJECT DESCRIPTIONS

PORT OF SAN FRANCISCO
FINANCE & ADMINISTRATION/TAG
FILE: EARTHQUAKE.TC1

PRIORITY	FACILITY	PROJECT DESCRIPTION	PROJECT COST		
			APPROVED DSR	ADDITIONAL COST	TOTAL PROJECT
35		WHY NEEDED: To remove obstructions to berths and approach channels.			
35		WHY NOT FUND AT THIS TIME: Earthquake damage will be determined at the completion of a survey currently ongoing by an outside contractor. Funding will result from Port operating budget if damage is determined.			
TOTAL EARTHQUAKE PROJECTS			4,300,073	14,375,143	18,675,216
Total Project			\$18,675,216		
Less Approved DSR (FEMA)			4,300,073		
Additional Cost			\$14,375,143		
Less: Other Financing			\$ 5,422,272		
Deferred Projects			\$ 2,577,900		
Proposed Supplemental Appropriation			\$ 6,374,971		

Item 7 - File 101-90-47

Department: Department of Public Works, Clean Water Program (CWP)

Item: Supplemental Appropriation Ordinance appropriating funds for the Lake Merced Transport Plan Capital Improvement Project, Clean Water Program, for Fiscal Year 1990-91.

Amount: \$37,914,100

Source of Funds: \$33,914,100 State Revolving Loan funds
4,000,000 1988 Sewer Revenue Bonds

Description: The proposed funding would finance the construction of the Lake Merced Transport system, which is intended to reduce the occurrence of sewage overflow into the ocean during the rainy season.

The project includes an 8,350 foot tunnel and connecting structures that would begin at the Sloat Blvd and Great Highway parking lot, proceed under the Great Highway extension, Skyline Boulevard, and John Muir Drive and end at the existing Lake Merced Pump Station. The tunnel would eventually be connected to the Westside Transport with ultimate treatment and disposal of sewage at the new Oceanside Treatment Plant and Ocean Outfall.

In March of 1989, the Board of Supervisors approved the facility plan and the final Negative Declaration by the Planning Department for the Lake Merced Transport project. The CWP is presently in the process of selecting a contractor to perform the construction.

The CWP has provided the following estimates of the Project costs:

Construction	\$31,000,000
Construction Contingency (10%)	3,100,000
Non-Construction costs	<u>3,814,100</u>
Total	\$37,914,100

According to Ms. Sara Pickus of the CWP, non-construction costs include estimated expenditures for an environmental compliance monitor, construction inspectors, in-house contract administration and design changes, and other City related costs.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
January 30, 1991

Comments:

1. CWP has submitted a separate resolution to the Board of Supervisors that authorizes the City to secure a loan from the State Revolving Loan Fund for this project.
2. According to CWP, the contractor will construct the tunnel underground using existing soft ground tunneling methods. Potential contractors have been pre-qualified to bid on the contract to assure adequate technical experience and safety record for this type of work. CWP began advertising for construction contract bids on November 26, 1990 and will open bids on February 6, 1991. CWP expects construction to begin on April 15, 1991.
3. Ms. Pickus advises that the above cost estimates may end up higher or lower depending on the actual bid estimate selected. Once the construction contractor is selected, more precise cost estimates, contractor MBE/WBE/LBE status, and other bid information can be provided. Consequently, CWP has advised the Budget Analyst that it is requesting continuance of the proposed supplemental appropriation ordinance until such information can be provided.

Recommendation: Continue the proposed ordinance to the call of the Chair in order to obtain the information specified in Comment No. 3 above.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 8 - File 101-90-48

Department: Real Estate

Item: Supplemental Appropriation Ordinance to purchase a one-year option to acquire air rights over 456 McAllister Street

Amount: \$28,800

Source of Funds: General Fund - General Reserve

Description: Mr. Tony DeLucchi, Directory of Property, indicates that the construction of a new office building containing approximately 210,000 square feet on the City-owned property at the Northwest corner of Polk and McAllister Streets, is being considered (See attached map). The amount of retail space, if any, would be determined at a later date. Mr. DeLucchi reports that a Request for Qualifications is being issued as the first step in preparing for the construction of the new building. According to Mr. DeLucchi, the proposed new six story building would be used for City offices, allowing for expansion of some offices currently in the adjacent overcrowded City-owned City Hall Annex located at 450 McAllister Street and in the City-owned Traffic Engineering Building located at 460 McAllister Street and for relocation of other city employees currently occupying space in various rented facilities, including those at 25 Van Ness Avenue.

The Society of California Pioneers owns the two-story building located at 456 McAllister Street between the City-owned buildings at 450 and 460 McAllister Street. Mr. DeLucchi further advised that if the air rights to the Society of California Pioneers building could be obtained, the City could construct connecting office space between the Traffic Engineering Building and the City Hall Annex, thereby providing single floors running the entire length of the four buildings (including the proposed new building), from the third floor and above, totalling 33,000 square feet per floor in order to facilitate large office requirements on the same floor.

The Real Estate Department has been negotiating with the Society of California Pioneers to obtain the air rights to their building at 456 McAllister and has proposed purchasing an option, at a cost of \$28,800 (8 percent of the \$360,000 purchase price), to acquire the air rights within one year at a cost of \$365,000 (\$360,000 purchase price plus \$5,000 escrow fees). According to Mr. DeLucchi, these amounts are the fair market value. The proposed \$28,800 purchase of an option, in order to allow the future acquisition of the air rights within one year, would freeze the purchase price of the air rights at \$365,000 and

would allow the time necessary to determine the feasibility of such a project, according to Mr. DeLucchi.

Mr. Calvin Malone reports that the construction of a new City-owned office building at the Northwest corner of Polk and McAllister Streets and the construction of office space utilizing the air rights over the Society of California Pioneers building at 456 McAllister Street is consistent with the Development Program for the Civic Center previously approved by the Board of Supervisors in December of 1987 (Resolution 1,125-87).

Comments:

1. According to Mr. DeLucchi, the proposed new building at the Northwest corner of Polk and McAllister Streets is still in a conceptual stage and, therefore, details of the proposed new building are preliminary and subject to change. Mr. DeLucchi anticipates that the proposed building would contain six floors and a basement, having a total area of approximately 210,000 square feet. He advised that the basic building, before adding tenant improvements and any other special features, would cost an estimated \$26 to \$32 million. Mr. DeLucchi indicates that Lease Revenue Certificates of Participation is a possible financing mechanism, subject to voter approval. Mr. DeLucchi has not estimated the amount of rent savings possible that would result from relocating City offices from rented space to the proposed new building.

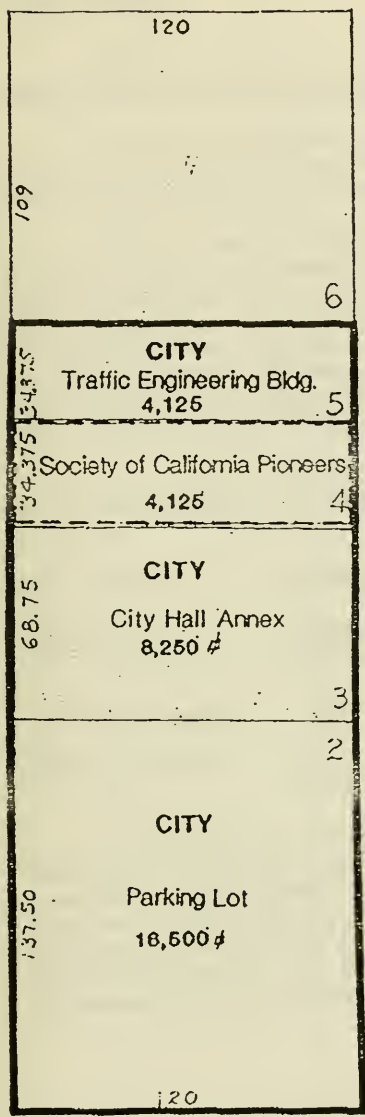
2. Mr. Malone states that an alternative to purchasing the Society of California Pioneers air rights would be to purchase the Society of California Pioneers building. However, Mr. Malone recommends purchasing the proposed one-year option to acquire the air rights in order to allow the City sufficient time to consider all alternatives. Mr. DeLucchi also recommends the proposed purchase of the one-year option to acquire the air rights.

Recommendation: Approval of a supplemental appropriation ordinance to fund the purchase of a one-year option for the future acquisition of air rights over 456 McAllister Street, in conjunction with the construction of a new City office building, is a policy matter for the Board of Supervisors.

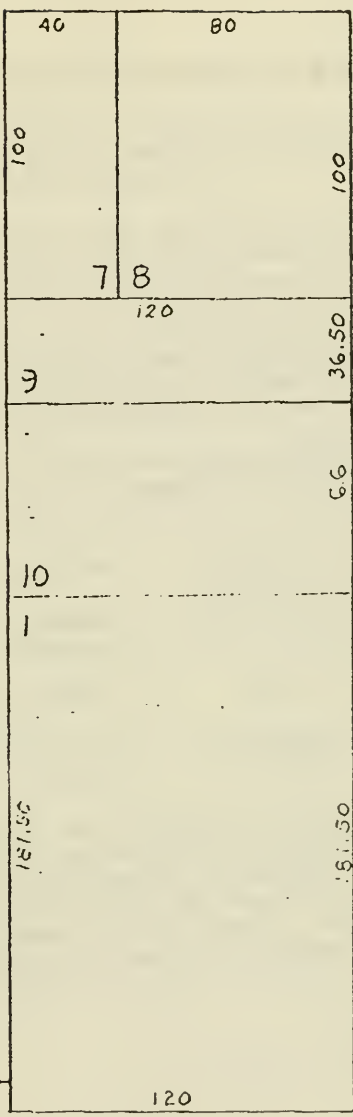
BOARD OF SUPERVISORS
BUDGET ANALYST

VAN NESS AVE.

McALLISTER ST.



REDWOOD



GOLDEN GATE AVE.

POLK ST.

SCALE: 1" = 50' N

— Property Owned in Fee by City 28,875 sq. ft.
--- Lot 4 Air Rights above 4,125 sq. ft.
City Datum Elevation ±90'
TOTAL AREA 33,000 sq. ft.

REAL ESTATE DEPARTMENT
CITY and COUNTY of SAN FRANCISCO
25 VAN NESS AVENUE, Ste. 400
SAN FRANCISCO CA 94102
DRAWING No. 25-111-00

Items 9, 10, 11 and 12 - Files 101-90-49, 101-90-50, 101-90-51 and 101-90-52

1. These four items are Supplemental Appropriation Ordinances for various departments to increase their 1990-91 budgets for Services of Other Departments-Central Shop, to pay for increased fuel prices.

2. The Purchaser's Office has performed an analysis of fuel usage and fuel prices for various departments in November, 1990. The Purchaser's analysis was based on actual fuel usage in fiscal year 1989-90 and a \$0.40 increase in the average price of gasoline from \$1.00 in 1989 to \$1.40 in 1990-91. According to the Purchaser's Office, the \$1.00 per gallon cost was used for budgeting fuel costs in the 1990-91 budget. The various departments have been notified of the results of that analysis which projects budgetary shortfalls for some departments due to the increased prices for fuels resulting from adverse political and market conditions.

3. As a result of the Purchaser's analysis, four departments are requesting additional funding to compensate for their anticipated shortfalls in fuel budgets, as follows:

File Number:	101-90-49	101-90-50	101-90-51	101-90-52
Department:	District Attorney	Medical Examiner	Agriculture	Police
Requested Amount:	\$7,277	\$1,000	\$310	\$384,000
Source of Funds:	General Reserve	General Reserve	Unclaimed Gas Tax	General Reserve

4. Subsequently, the Purchaser's Office prepared a second analysis using actual fuel expenditures for the first six months, July through December, of fiscal year 1990-91 as the basis for projecting fuel costs for the full year. The Purchaser used an average fuel cost per gallon of \$1.15 for July through December and an average cost of \$1.40 for January through June of 1990-91. The results of this second analysis for the four departments that have submitted supplemental appropriation requests are as follows:

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
January 30, 1991

	<u>District Attorney</u>	<u>Medical Examiner</u>	<u>Agriculture</u>	<u>Police</u>
Actual Usage July-December	\$10,587	\$1,794	\$1,563	\$410,471
Projected Usage January-June	<u>12,889</u>	<u>2,184</u>	<u>1,903</u>	<u>499,704</u>
Total Projected Usage FY 1990-91	\$23,476	\$3,978	\$3,466	\$910,175
Fuels Budget FY 1990-91	<u>16,500</u>	<u>3,200</u>	<u>2,200</u>	<u>780,000</u>
Projected Shortfall	\$6,976	\$778	\$1,266	\$130,175

Comment

The Purchaser's second analysis indicates that the proposed Supplemental Appropriation Ordinances should be amended as follows:

Item Number	9	10	11	12
File Number:	101-90-49	101-90-50	101-90-51	101-90-52
	<u>District Attorney</u>	<u>Medical Examiner</u>	<u>Agriculture</u>	<u>Police</u>
Requested Amount	\$7,277	\$1,000	\$310	\$384,000
Projected Shortfall	<u>6,976</u>	<u>778</u>	<u>1,266</u>	<u>130,175</u>
Reduction of Requested Amount	\$301	\$222	*	\$253,825

*Requested amount is less than projected shortfall. The Department of Agriculture should continue to monitor fuels usage and possibly submit additional supplemental appropriation legislation.

Recommendations

1. Amend the proposed Supplemental Appropriation Ordinances, Items 9, 10 and 12, Files 101-90-49, 101-90-50 and 101-90-52 (respectively) to reduce the requested amounts by a total of \$254,348 as detailed in the Comment above and approve as amended.

2. Approve the proposed Supplemental Appropriation Ordinance Item 11, File 101-90-51.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 13 - File 101-90-53

Department: Department of Public Works, Bureau of Building Inspection (BBI)

Item: Ordinance appropriating a program project budget for hardship loans and corresponding administrative costs for the Department of Public Works, Bureau of Building Inspection for 1990-91.

Amount: \$300,572

Source of Funds: State Controller

Description: According to State law, the State may disallow certain rental business tax deductions to owners of multiple unit housing complexes who fail to comply with enforcement mandates of State and local building codes. If the State disallows these tax deductions, the State is entitled to collect back taxes and any associated penalties. The State allocates, on a yearly basis, a portion of these penalties and back taxes to participating Counties for the purpose of providing interest free loans to low income single and two-family households. Such loans finance required repairs to buildings with code violations. These funds are deposited into the Code Enforcement Rehabilitation Fund (CERF) and must be separately appropriated by the Board of Supervisors.

BBI requests appropriation of \$300,572 of State monies allocated to the City and has submitted the following budget:

	<u>Amount</u>
Personnel:	
.52 FTE 1426 Senior Clerk Typist (Includes overhead of 100.49% and Mandatory Fringe Benefits)	\$30,661
.20 FTE 6270 Housing Inspector (Includes overhead of 100.49%)	23,241
Administrative Costs for approximately 31 loans at \$366 per loan (Includes title insurance, escrow fees, and recording fees)	11,481
CERF loans not to exceed \$7,500 per loan	<u>235,189</u>
Total Supplemental Appropriation Request	\$300,572

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. Payment of CERF loans back to the City are automatically deferred until the sale or transfer of the property, unless the homeowner chooses to pay the loan back over a specified period of time. The loans must be paid back in full upon the sale or transfer of the property.

2. According to Mr. Donald McConlogue of BBI, the Bureau has historically processed an average of 20 loans each year. However, BBI has requested funding in the amount of \$235,189 for a minimum of 31 CERF loans (\$235,189 divided by \$7,500 equals approximately 31 loans). Mr. McConlogue advises that the Department intends to further publicize the availability of these loans to qualified low-income households and expects to increase the number of loans granted during the next year. Mr. McConlogue further reports that these funds can only be used for administering and providing CERF loans, and loans would continue to be granted until the appropriation is depleted.

Recommendation: Approve the proposed supplemental appropriation ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 14 - File 47-91-1

Department: Parking Authority
Real Estate Department

Item: Ordinance consenting to the subleasing of a portion of St. Mary's Square Parking Garage and authorizing execution of a fifth amendment of St. Mary's Square Parking Garage Lease agreement.

**Project
Description:**

The Metropolitan Parking Corporation is currently leasing the St. Mary's Square Garage at 433 Kearny St. from the City per an existing 7-year lease agreement dated October 1, 1985. The Metropolitan Parking Corporation proposes to sublease approximately 1,200 sq. ft. of unused non-parking space to SCV Holding Corporation for use as a laundry drop-off and pick-up location. The proposed ordinance would authorize the execution of a Fifth Amendment to the Metropolitan Parking Corporation lease in order to permit the Metropolitan Parking Corporation to enter into a sublease agreement with SCV Holding Corporation.

Under the proposed sublease, SCV Holding Corporation would pay the Metropolitan Parking Corporation \$500 per month (\$6,000 annually), of which 64.28 percent (\$321 per month or \$3,856 annually) would be paid to the City by Metropolitan Parking Corporation. The 64.28 percent represents the same percentage which is paid to the City under the Metropolitan Parking Corporation's master lease. The term of the sublease would commence upon approval by the Board of Supervisors and would expire on September 30, 1992.

Recommendation: Approve the proposed ordinance.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 15 - File 133-91-1

Department: Chief Administrative Officer (CAO), Solid Waste Management, Recycling Program

Item: Resolution authorizing the Department of Solid Waste Management to apply for a State grant.

Grant Amount: \$90,200

Source of Funds: California Department of Conservation, Division of Recycling

Term of Grant: One year

Project: Bottle Glass Recycling - "A Second Life for Glass"

Project Description: The proposed grant funds would be used to develop new applications in bottle glass recycling. The project would be directed by two California College of Arts and Crafts faculty members within the Artists In Residence (AIR) Program of NORCAL Waste Systems Inc. The primary emphasis of the project would be on art glass and construction glass. A mobile demonstration unit would be constructed to educate the public about new uses for glass and the value of recyclable materials. The goal is to create new markets for products made from recycled glass, thereby reducing the amount of waste San Francisco sends to the landfill.

Local Match: None

Project Budget:

Contractual Services	\$82,000	
Other	<u>8,200</u>	
Total		\$90,200

Comment: The CAO reports that they are no longer applying for the proposed grant. Therefore, the proposed legislation should be tabled.

Recommendation: Table the proposed legislation as requested by the CAO's Office.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 16 - 134-91-1

Department: Department of City Planning

Item: Resolution authorizing acceptance and expenditure of funds from the California Seismic Safety Commission for the period November 15, 1990, to June 30, 1991.

Amount: \$5,000

Description: The State of California's Seismic Safety Commission is analyzing the impact of the October 17, 1989 earthquake on local communities and identifying alternatives for improving State seismic policies and procedures. In November of 1990, the Seismic Safety Commission invited the City and County of San Francisco to submit a report describing the earthquake's impact on San Francisco.

The State will reimburse the City \$5,000 to produce the report, provided that the report to the Seismic Safety Commission is completed by June 30, 1991.

Comment: According to Ms. Martha Kessler of the Department of City Planning, the City's report to the State Seismic Safety Commission will include discussions on alternatives for damage prevention, reducing disruption to the local community, and reducing the time and complexity of community recovery. The report will also include recommendations for changes at the State level. Ms. Kessler advises that City Planning staff is presently updating the Community Safety Element to the City's Master Plan and that preparation of the report to the State Seismic Safety Commission would be based on the revised Community Safety Element.

Recommendation: Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 17 - File 146-91-4

Department: Department of Public Health (DPH), Central Office

Item: Resolution authorizing the Department of Public Health to adopt the AB75 Capital Outlay Plan for the City and County of San Francisco and to expend the grant allocation from the AB75 Capital Outlay Fund.

Amount of Grant: \$3,991,643

Source of Grant

Allocation: State Department of Health Services under AB75, the Proposition 99 Tobacco Tax enabling legislation.

Funding Period: July 1, 1989 through June 30, 1994

Project: AB75 County Capital Outlay Plan

Project

Description: The Board of Supervisors previously approved legislation (File 146-90-48) authorizing the DPH to apply for and accept the proposed grant. The proposed expenditure of \$3,991,643 would provide funding for County and private hospital and non-hospital capital outlay purposes, including facility repairs, renovation, remodeling, expansion, acquisition and equipment needs. The State requires that no less than 67 percent of the funds be allocated to hospitals and no more than 33 percent be allocated to non-hospital facilities, including outpatient clinics, mental health facilities, public health clinics and community or free clinics. Funds allocated to county hospitals may only be used for inpatient, outpatient, emergency room or burn unit services. Funds for private hospitals may only be used for outpatient, emergency room or burn unit services. The State allows the counties to determine the projects to be funded.

The DPH reports that on December 18, 1990, the Health Commission adopted the proposed AB75 County Capital Outlay Plan and approved the expenditure of the grant allocation from the AB75 Capital Outlay Fund. The proposed AB75 County Capital Outlay Plan includes a total of 38 projects and would allocate \$2,674,401 (67 percent) for City and private hospitals and \$1,317,242 (33 percent) for non-hospital facilities. The hospitals include San Francisco General Hospital, St. Luke's Hospital and Chinese Hospital. The non-hospital facilities include the DPH Health Centers, DPH offices at Youth Guidance Center, Community Consortium Clinics and mental health contracting agencies.

BOARD OF SUPERVISORS
BUDGET ANALYST

Project Budget: The AB75 County Capital Outlay Allocation Plan and budget, as prepared by DPH, is attached.

Required Match: None

Indirect Costs: None

Comments: 1. AB75 Capital Outlay Funds are one-time funds that must be encumbered by June 30, 1992 and expended by June 30, 1994. The State will allow counties to carry the monies forward during this timeframe.

2. Mr. Jeff Leong of the DPH reports that an invitation for bids will be issued through the Department of Public Works (DPW), to acquire contract services to perform the capital improvements on the City's public health clinics included in the AB75 County Capital Outlay Plan. Mr. Leong advises that depending on the size of the projects, SFGH may perform some of its capital improvements in-house while other projects would be processed through DPW's bid procedures. Mr. Leong adds that the private hospitals and community based non-profit agencies, included in the Plan would be responsible for utilizing their own contract procedures to acquire contractual services to perform the capital improvement work on their individual facilities. However, according to Mr. Leong, the DPH will be entering into a standard agreement, with each of the hospitals and non-profit agencies, which includes a clause that states that the contracting procedures used by the private hospitals and non-profit agencies, to select private contractors, must comply with City policies regarding MBE and WBE participation on contracts. Mr. Leong states that since the contractors for the City facilities as well as the private hospitals and non-profit agencies have not as yet been selected, the cost estimates for these projects are subject to change.

3. The proposed Capital Outlay Plan would allocate \$303,979 to approximately 20 DPH Community Mental Health Services (CMHS) contracting agencies, which have not yet been identified (see Project No. 19, page 2 of Attachment I) Mr. Leong reports that the DPH will select the contracting agency projects on a request for proposal basis. Mr. Leong advises that the Department anticipates issuing a Request for Proposal (RFP) by mid-February of 1991.

4. Mr. Calvin Malone of the Capital Improvement Advisory Committee (CIAC) reports that while the cost estimates are still preliminary, he has reviewed the AB75 Capital Outlay Plan, and that the City projects included in the plan are in

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conformance with the City's five-year Capital Improvement Plan.

5. As noted above, the DPH has not, as yet, issued an RFP for the Mental Health Services (CMHS) contracting agencies. As such, the Department cannot, at this time, identify the specific agencies that will be included in the Plan, or provide cost estimates for the individual projects. Therefore, the Budget Analyst recommends that the authorization to expend the grant funds should be reduced by the \$303,979 earmarked for the Mental Health Services (CMHS) contracting agencies until the Department can identify the specific agencies to be included in the Plan and the cost estimates for each project. Once the Department can provide this information, the expenditure authorization for the \$303,979 can be approved by the Board of Supervisors.

6. The DPH has prepared a Summary of Grant Request which is attached (Attachment II). The Summary of Grant Request refers to an enclosure of approximately 80 pages, which is contained in the Board of Supervisors file.

- Recommendations:**
1. Amend the proposed legislation to reduce the authorization for expenditure of the amount of \$3,991,643 by \$303,979 to \$3,687,664.
 2. Approve the proposed legislation as amended.

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COUNTY CONTACT PERSON NAME: KATHY JUNG TITLE: Sr. Assistant Administrator
 MAILING ADDRESS: San Francisco General Hospital - 1001 Polk Ave., San Francisco, CA 94110 TELEPHONE NO.: (415) 821-8100
 COUNTY CAPITAL OUTLAY ALLOCATION (from Table HISP-5 OR CHSP-6) \$3,921,643

11. PROPOSED HOSPITAL CAPITAL EXPENDITURES TOTAL \$2,674,401

PROJECT NUMBER	FACILITY TYPE	PROJECT DESCRIPTION	FACILITY NAME	AMOUNT
1	CH	Nursery Renovation	San Francisco General Hospital	\$1,500,000
2	CH	GI Clinic Renovation	San Francisco General Hospital	85,000
3	CH	Cysto Room Upgrade	San Francisco General Hospital	50,000
4	CH	Labor and Delivery Call Buttons	San Francisco General Hospital	50,000
5	CH	Cable Blue Buttons	San Francisco General Hospital	20,000
6	CH	Camera Surveillance	San Francisco General Hospital	20,000
7	CH	Fluoro-Endoscopy Suite	San Francisco General Hospital	10,000
8	CH	Adult Medical Clinic Renovation	San Francisco General Hospital	150,000
9	CH	Telemetry Room Expansion and Renovation	San Francisco General Hospital	150,000
10	CH	Aerosolized Pentamidine	San Francisco General Hospital	30,000
11	CH	Imaging Access	San Francisco General Hospital	60,000
12	CH	Chemotherapy Preparation Room	San Francisco General Hospital	25,000
13	CH	Physical Therapy Renovation	San Francisco General Hospital	24,401
14	CH	Emergency Department Triage Doors	San Francisco General Hospital	63,000
15	CH	Patient Referral and Assistance	San Francisco General Hospital	95,000
16	CH	Pharmacy Patient Access Window	San Francisco General Hospital	62,000
17	PC	Emergency Department Expansion	San Francisco general hospital	175,000
18	PC	Medical Equipment	St. Luke's Hospital Chinese Hospital	105,000

111. PROPOSED CLINIC EXPENDITURES TOTAL \$1,317,242

PROJECT NUMBER	FACILITY TYPE	PROJECT DESCRIPTION	FACILITY NAME	AMOUNT
1	PH	IVAC System	Public Health - Health Center #1	\$ 73,424
2	PH	Exam Rooms (3)	Public Health - Health Center #1	\$ 60,000
3	PH	IVAC System	Public Health - Health Center #2	\$ 52,305
4	PH	Fire Alarm System	Public Health - Health Center #2	\$ 17,000
5	PH	Supply Transport-Umbwaiter-Replace	Public Health - Health Center #2	\$ 24,000
6	PH	IVAC System	Public Health - Health Center #3	\$ 52,305
7	PH	In-House Communication System	Public Health - Health Center #3	\$ 18,000
8	PH	Convert Front Doors	Public Health - Health Center #3	\$ 8,500
9	PH	Replacement of Basement Garage Gate	Public Health - Health Center #3	\$ 17,750
10	PH	Expand Clinic Space	Public Health - Health Center #4	\$ 7,400
11	PH	Public Address System	Public Health - Health Center #5	\$ 18,000
12	PH	Convert Front Doors	Public Health - Health Center #5	\$ 8,500

FORM A

CAPITAL OUTLAY PLAN SUMMARY FOR THE COUNTY OF SAN FRANCISCO

COUNTY CONTACT PERSON NAME KATHY QUNG TITLE Sr. Assistant Administrator
MAILING ADDRESS San Francisco General Hospital - 1001 Potrero Ave. San Francisco, CA 94110 TELEPHONE NO. (415) 821-8100

PROJECT FACILITY

BUDGET	TYPE	FACILITY NAME	AMOUNT
13	PH	Exam Rooms (2)	\$ 40,000
14	PH	Supply Transport-Dumbwaiter - replace	\$ 24,000
15	PH	Perimeter Fence	\$ 12,000
16	PH	Public Health Satellite Clinic	\$ 60,000
17	PH	Telephone Conversion at Health Centers	\$ 260,000
18	PH	HIS - Patient Records and Scheduling	\$ 210,079
19	PH	DPH Health Center/Dept. of Mental Health	\$ 303,979
20	PH	Community Consortium of Clinics	\$ 50,000

1725f
11/15/90

Grantor State Dept. of Health Services
 Contact Person Peter Abbott, MD, M.P.H.
 Address 714/744 P Street
Sacramento, CA

Division _____
 Section Central Administration
 Contact Person Jeff Leong
 Telephone 554-2628

Amount Requested \$ 3,991,643
 Term: From 7/1/89 To 6/30/94

Application Deadline N/A
 Notification Expected N/A

Health Commission _____ Board of Supervisors: Finance Committee _____
 Request to authorize adoption of the AB 75 Capital Outlay Plan of the City and
 County of San Francisco and to expend a _____ allocation in the amount of
 I. Item Description: \$3,991,643 from the date of 7/1/89 to 6/30/94 to provide capital
 expenditure and equipment acquisition under AB 75.
 (Circle appropriate words)

II. Summary: (Contact/binary; need addressed; member & groups served; services and providers)

SEE ENCLOSURE

III. Outcomes/Objectives:

SEE ENCLOSURE

IV. Effects of Reduction or Termination of These Funds:

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			\$3,991,643			
Personnel						
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(see included above)

VII. Personnel

	F/T CSC	P/T CSC	Contractual

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

NA

Will grant funded employees be retained after this grant terminates? If so, How?

NA

VIII. Contractual Services: Open Bid x Sole Source _____ (If sole source, attach Request for Exemption Form)

Item 18 - File 146-91-5

Department: Department of Public Health (DPH), AIDS Office

Item: Resolution authorizing the DPH to apply for a new grant.

Grant Amount: \$32,242

Source of Grant: University of California, San Francisco

Grant Period: August 1, 1990 through July 31, 1991

Project: Stress and Coping among AIDS Caregivers

Description: The proposed grant would be used to help fund a portion of the Stress and Coping Among AIDS Caregivers Project. The Stress and Coping Among AIDS Caregivers Project is a study of 450 AIDS primary caregivers to determine the effects of stress and methods of coping.

Project Budget:

Salaries (.2 FTE)	\$21,643	
Fringe Benefits	5,627	
Staff Mileage	850	
Office Supplies	850	
Indirect Costs	<u>3,272</u>	
Total		\$32,242

Indirect Cost Rate: \$3,272 or 12 percent of Salary and Fringe Benefit costs.

Local Match: None

Comments:

1. Mr. Tim Piland of the DPH reports that the application for these grant funds has already been submitted. Therefore, the proposed resolution should be amended to authorize the DPH to apply for the proposed grant retroactively.
2. The DPH advises that the Grantor has notified the Department that the City will be allocated the \$32,242. In addition, the DPH reports that the project is currently being carried out and expenditures are being incurred against these funds. As such, the proposed legislation should be amended to authorize the DPH to accept and expend this proposed grant retroactively.
3. Attached is the Health Commission's "Summary of Grant Request" as prepared by the DPH.

Recommendations: 1. Amend the proposed legislation to authorize the DPH to apply for, accept and expend the proposed grant retroactively.

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
January 30, 1991

2. Approve the proposed legislation as amended.

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Item No. Head Commission - Summary of Grant Request

Rev. 4/10/90

Regents of Univ of California, S.F.

Grantor Office of Research AffairsDivision CO/AIDS DivContact Person E.A. DiPesaSection AIDS OfficeAddress 3333 California Street, Suite 11
San Francisco, CA 94143Contact Person M. LemusTelephone 554-9000Amount Requested \$ 32,242Application Deadline 8-1-90Term: From 8-1-90 To 7-31-91Notification Expected Health Commission Board of Supervisors: Finance Committee Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) (a) grant in the amount of \$ 32,242 from the period of 8-1-90 to 7-31-90 to provide Stress and Coping among AIDS Caregivers Project services.

II. Summary: (Concise history; need addressed; number + groups served; services and providers)

Please see attached information

III. Outcomes/Objectives:

To determine the effects of stress and methods of coping of 450 AIDS primary caregivers.

IV. Effects of Reduction or Termination of These Funds:

Important AIDS research funds would be lost and future collaborative research projects would be jeopardized.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount			32,242			
Personnel			27,270			
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other, travel			1,700			
Indirect Costs			3,272			

VI. Data Processing

(costs included above)

0

VII. Personnel

F/T CSC			0.40		
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

None.

Will grant funded employees be retained after this grant terminates? If so, How?

No.

*VIII. Contractual Services: Open Bid None Sole Source None (If sole source, attach Request for Exemption Form)

Item 19- File 146-91-6

Department: Department of Public Health (DPH), Homeless Program

Item: Resolution authorizing the DPH to apply for a continuation grant

Amount of Grant: \$212,034

Source of Grant: Comic Relief, Inc., a national non-profit organization established to raise funds for homeless programs.

Grant Period: January 1, 1991 through June 30, 1992 (18 months)

Project: Medical and Social Services for the Homeless

Description: The proposed grant would fund the continuation of medical and social services to the homeless. The services are provided at eight community-based clinics, including the City-operated Tom Waddell Clinic.

No. of Persons to be Served: Approximately 3,700 clients

Project Budget: The following budget is for the eighteen month period from January 1, 1991 through June 30, 1992:

Civil Service Salaries

	<u>FTE</u>		
Social Worker	1.0	\$56,004	
Health Worker I	1.0	37,674	
Health Worker III	1.0	46,449	
Social Work Intern	2.0	12,000	
Clerical	<u>.2</u>	<u>7,714</u>	
Subtotal	5.2		\$159,841

Mandatory Fringe Benefits 36,433

Operations

Rent (@\$700/mo.)	\$12,600	
Telephone(@\$100/mo.)	1,800	
Office furniture	650	
Printing & reproduction	<u>.710</u>	
Subtotal Operations		<u>15,760</u>

Total Project Budget \$212,034

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BUDGET ANALYST

Indirect Costs: None

Local Match: None

Comments:

1. The proposed grant includes \$12,034 in unspent funds from previous Comic Relief grants.
2. The DPH reports that the application for these grant funds has already been submitted. Therefore, the proposed legislation should be amended to authorize the DPH to apply for the proposed grant retroactively.
3. The DPH advises that the Grantor has notified the Department that the City will be allocated the \$212,034. In addition, the DPH reports that the project is currently being carried out and expenditures are being incurred against these grant funds. As such, the proposed legislation should be amended to authorize the DPH to accept and expend this proposed grant retroactively.
4. The proposed grant of \$212,034 for the 18 month period or the equivalent of \$141,356 for a one year period is \$37,856 or 37 percent more on a one year basis than the grant amount of \$103,500 received in calendar year 1990.
5. Attached is the "Health Commission-Summary of Grant Request" prepared by DPH for this grant.

Recommendation:

1. Amend the proposed legislation to authorize the DPH to apply for the proposed grant retroactively and to authorize the DPH to accept and expend the proposed grant, also retroactively.
2. Approve the proposed legislation as amended.

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Grantor Comic Relief, Inc.

Contact Person Dennis Albaugh

Address Los Angeles, California

Division CPHS

Section Homeless

Contact Person Fred Milligan

Telephone 554-2673

Application Deadline _____

Notification Expected _____

Amount Requested \$ 212,034.00

Term: From 1/1/91 To 6/30/92

Health Commission _____ Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description: Request to (apply for) (~~accept and expend~~) a (~~new~~) (~~continuation~~) (~~modification~~) (~~augmentation~~) (~~renewal~~) grant in the amount of \$212,034 from the period of 1/1/91 to 6/30/92 to provide continuation of homeless _____ services.

(Circle appropriate words)

II. Summary: (Concise history; need addressed; number + groups served; services and providers)

Proposed grant would fund continuation of medical and social services to the homeless at eight community-based clinics including the City-operated Tom Waddell Clinic

III. Outcomes/Objectives:

Approximately 800 client contacts will be provided by health workers and social workers

IV. Effects of Reduction or Termination of These Funds:

See attachment

	21 months		18 months		Req. Match	Approved by
	Col. A	Col. B	Col. C	Col. D		
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	149,972	103,500	212,034	108,534		
Personnel	149,972	102,901	196,274	93,373		
Equipment			2,450	2,450		
Contract Svc.						
Mat. & Supp.		599	710	111		
Facilities/Space			12,600	12,600		
Other						
Indirect Costs						

VI. Data Processing

(costs included above)

	21 months	18 months		
	Col. A	Col. B	Col. C	Col. D
F/T CSC	3.0	3.0	3.0	-
P/T CSC		0	2.2	2.2
Contractual		0	0	-

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

None

Will grant funded employees be retained after this grant terminates? If so, How?

Grant is expected to be on-going. If not awarded sometime in future alternative funds will be sought.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Exemption Form)

Item 20 - File 146-91-7

Department: Department of Public Health (DPH)
Community Substance Abuse Services (CSAS)

Item: Resolution authorizing the Department of Public Health to accept and expend a new State grant.

Grant Amount: Up to \$6,721,444

Source of Funds: State of California, Department of Alcohol and Drug Programs

Grant Period: December 31, 1990 through December 31, 1991

Project: Waiting List Reduction Grant Program

Project Description: On November 28, 1990, the Finance Committee authorized the DPH to apply for the proposed grant (File 146-90-85). The proposed State grant funds would be used to expand community-based substance abuse treatment services, in the City, in order to reduce the waiting period for potential clients seeking treatment. The DPH reports that the proposed \$6,721,444 in grant funds includes funding for 16 community-based substance abuse agencies selected through a competitive Request For Proposal process. DPH advises that State guidelines, for this grant program, require that individual funding requests from community-based agencies be combined into a single application and submitted to the State through the DPH's Community Substance Abuse Services. The DPH would be responsible for administering this grant program. The 16 community based substance abuse agencies included in the State grant application are listed below:

	<u>Grant Amount Requested</u>
Bay Area Addiction Research and Treatment (BAART) - Geary	\$ 601,730
Bay Area Addiction Research and Treatment (BAART) - Embarcadero	700,826
Baker Place	1,921,947
Bayview Hunters Point - Center for Problem Drinkers (CFPO)	31,262
Bayview Hunters Point - Crack Program	119,379
Bayview Hunters Point - Outpatient Methadone Maintenance (OMM)	306,936

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	Grant Amount <u>Requested</u>
Bayview Hunters Point - Outpatient Methadone Detox (OMD)	\$374,115
Bayview Hunters Point - Youth	88,200
UCSF/SFGH	257,835
Chemical Awareness and Treatment (CAT) - Golden Gate	54,988
Haight-Ashbury Free Clinics	431,200
Henry Ohlhoff	24,500
Horizons Unlimited of San Francisco	87,122
North of Market Senior Services	74,480
Operation Concern/Operation Recovery	126,638
Walden House	<u>1,385,858</u>
Total	\$6,587,016 *

*The \$6,587,016 requested for community-based substance abuse agencies is \$134,428 less than the State grant amount of \$6,721,444. The \$134,428 or two percent of the grant funds would be used to fund DPH's cost to administer the grant program. Mr. Wayne Clark of the DPH reports that the \$134,428 would be used to finance two Senior Administrative Analyst positions. The DPH, however, as of the writing of this report, is uncertain as to whether the State will allocate one percent or two percent for administrative costs.

No. of Persons
to be Served:

Approximately 2,000 people

Local Match:

None

Indirect Costs:

None

Comments:

1. Mr. Clark reports that the DPH could receive as much as \$6,721,444 or a lesser amount.

2. Five of the community based substance abuse agencies, Bayview Hunters Point - Outpatient Methadone Maintenance (\$306,936), Bayview Hunters Point - Outpatient Methadone Detox (\$374,115), BAART - Geary (\$601,730), BAART - Embarcadero (\$700,826) and UCSF/SFGH (\$257,835), provide methadone treatment. There is legislation pending before the Board of Supervisors (File 100-90-1.5) which states that the Health Commission "only supports those methadone maintenance programs whose goal is the reduction and elimination of methadone maintenance and which have a spectrum of services in conjunction with methadone." Mr. Clark advises that these five agencies meet the Health Commission's criteria as stated in the pending legislation. Mr. Clark adds that all

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community-based substance abuse agencies are eligible to submit a proposal to the State through the DPH to request grant funding and that the five agencies which provide methadone treatment along with the other agencies listed above, meet the State's criteria for inclusion in the grant application.

3. DPH reports that indirect costs are not included in this grant because the State does not allow indirect costs in connection with these grant funds.

4. Attached is the "Summary of Grant Request" as prepared by DPH, for the proposed grant funds.

Recommendations: Approve the proposed legislation authorizing the DPH to accept and expend up to \$6,721,444.

No. He h Commission - Summary of Grant Request

State of California, Dept. of Mental Health,

Grantor Alcohol and Drug Programs Division Substance Abuse & Forensic Services

Contact Person Unknown Section Community Substance Abuse Services

Address 1700 K Street Contact Person Wayne Clark, Ph.D.

Sacramento CA 95814 Telephone 255-3500

Amount Requested \$ 6,721,444 Application Deadline _____

Term: From 12/31/90 To 12/31/91 Notification Expected _____

Health Commission _____ Board of Supervisors: Finance Committee _____

Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 grant in the amount of \$6,721,444 from the period of 12/31/90 to 12/31/91
 to provide reduce client waiting period for substance abuse services.

II. Summary: (Concise history; need address; number & groups served; services and providers)

This grant is the sum total of all individual applications from various community based substance abuse treatment agencies for funds to expand services in order to reduce the waiting period for clients. The State of California, which is subvening these funds from the federal government, requires that these agencies' submissions be combined and submitted through the City's Community Substance Abuse Services.

III. Outcomes/Objectives: A list of the applicants and related info. is attached.

The waiting period for substance abuse treatment services should be substantially reduced if this grant is wholly or partially funded.

IV. Effects of Reduction or Termination of These Funds:

Reduction or termination of these funds would increase the waiting period for potential substance abuse treatment clients.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	N/A	N/A	6,721,444	N/A	N/A	N/A
Personnel			*			
Equipment			*			
*Contract Svc.			6,587,016			
Mat. & Supp.			-0-			
Facilities/Space			-0-			
Other			-0-			
Indirect Costs	Indirect costs are not allowed by the grantor.					

VI. Data Processing

(costs included above) * \$134,428 (2%) of these funds will be expended by CSAS for administration. a detailed admin. budget is not available at this time, but should be available when the "accept/expend" resolution is heard by the Health Commission and Board of Supervisors.

VII. Personnel

F/T CSC _____ See note above (*) _____

P/T CSC _____ See above (*) _____

Contractual Detailed personnel breakouts for each contractor are not available at this time; the Commission will review this information when each modification is

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: heard.

N/A

Will grant funded employees be retained after this grant terminates? If so, how?
Any Civil Service positions created through this grant would terminate at the end of the grant project.

***VIII. Contractual Services:** Open Bid N/A Sole Source N/A (if sole source, attach Request for Exemption Form)

The grantor requires each community based agency to submit its own proposal to the State through CSAS. An RFP or sole source request is therefore not applicable.

Items 21 and 22 - Files 146-91-8 and 146-91-1

Department: Department of Public Health (DPH), Central Office

Items: Item 22 (File 146-91-1) is a resolution authorizing the DPH to apply for, accept and expend a second State Department of Health Services grant of Proposition 99 -Tobacco Tax monies for the Comprehensive Tobacco Control Plan.

Item 21 (File 146-91-8) is a resolution authorizing the adoption of the Comprehensive Tobacco Control Plan and Budget

Amount of Grant: \$1,595,327

Source of Grant: Proposition 99 - Tobacco Tax monies

Grant Period: January 1, 1991 through December 31, 1992

Project: Proposition 99 Health Education Program (Tobacco Control Plan) Phase III

Description: In June of 1990, the Board of Supervisors authorized the DPH to apply for, accept, and expend \$1,603,952 in grant funds for Phases I and II of the Tobacco Control Plan, which is the health education portion of the Proposition 99 - Tobacco Tax programs. Proposition 99, through the AB 75 enabling legislation, provides new funds to be administered by county health departments to provide:

- 1) Follow-up medical services for the existing Child Health and Disability Prevention Program,
- 2) The California Health Care for Indigents Program (CHIP), and
- 3) The Tobacco Control Plan, which is part of a State-wide effort to use health education to reduce smoking prevalence in California by 75 percent by the year 1999.

DPH is administering the Tobacco Control Plan in three phases. Phase I includes the start-up administration of the program and Phase II includes the implementation of the initial efforts to identify existing tobacco intervention programs, establish an information and referral network, develop the contractual basis for the provision of tobacco control services, and develop a plan for evaluating the Phase I and Phase II activities.

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The proposed legislation, pertaining to Phase III, is called the Comprehensive Tobacco Control Plan and Budget, which will provide the details for a proposed implementation of a Comprehensive Community Tobacco Intervention Program.

The State Department of Health Services (SDHS) requires the Phase III Comprehensive Tobacco Control Plan to cover the two year period beginning January 1, 1991, and ending December 31, 1992. However, the SDHS requires that the budget for the Comprehensive Tobacco Control Plan cover a three-year period, from January 1, 1990, through December 31, 1992, which includes the budget for the Phase I/II Plan previously approved by the Board of Supervisors. Unused grant funds applied for and accepted for the Phase I/II Plan will be included in the three-year Phase III Plan and Budget.

The proposed resolution (File 146-91-1) would allow DPH to apply for, accept, and expend a second allocation of \$1,595,327 to fund the Phase III Comprehensive Tobacco Control Plan (The first allocation was \$1,603,952 for Phase I/II). These funds would be identified in the three-year Comprehensive Tobacco Plan Budget, which is the subject of the companion resolution.

The proposed resolution (File 146-91-8) would approve the Phase III Comprehensive Tobacco Control Plan and Budget, which provides a description of the use of the remaining first allocation of Tobacco Control funds, as well as the proposed second allocation grant of \$1,595,327. The State requires Board of Supervisors approval of the Comprehensive Tobacco Plan and Budget.

According to DPH, the Comprehensive Tobacco Control Plan and Budget includes the Phase I/II Plan budget previously approved by the Board of Supervisors, and represents a continuation of the Phase I and Phase II Plan which covered the calendar year 1990. DPH proposes to supplement existing City and community-based services to target local tobacco control programs to the populations identified by the State, including out-of-school youths, pregnant women, women with young children and minorities.

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DPH proposes to emphasize tobacco use prevention, discontinuance of tobacco by current and relapsing smokers, and increasing compliance with existing ordinances controlling tobacco use in public facilities, the worksite, and eating establishments. Program activities will be targeted at specific subgroups of ethnic minorities, pregnant women, youth, women with young children, and school age youth and their families.

DPH's plan includes the following objectives:

- Approximately 8,500 San Francisco residents will participate in the Comprehensive Tobacco Control Plan, of which 30 percent will quit smoking or remain smoke free for three months following the completion of a smoking cessation program.
- 12,000 families will receive information on the harmful effects of second-hand smoke on children.
- 150 parents will learn verbal and behavioral skills to reinforce non-smoking behavior in their children.
- 400 hospital providers will be trained to improve their smoking cessation intervention skills.
- 500 pregnant women will receive information on the health hazards of tobacco use.
- 100 pregnant women will participate in a smoking cessation program, of which 20 percent will quit or remain free of smoking for three months.
- A coalition of health providers and consumers will continue to advocate tobacco control in San Francisco after December, 1992.

Grant Budget:

The Board of Supervisors previously approved the budget for the first allocation of \$1,603,952 under the Phase I/Phase II Plan. The first allocation is summarized in the following table with the balance of funds remaining of \$282,721 from the first allocation included in the proposed budget for the Phase III Comprehensive Tobacco Control Plan and Budget:

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Comprehensive Tobacco Control Plan and Budget

		Phase I/II 1st Allocation FY 1990-91	Phase III proposed 2nd Allocation 7/1/91 to 12/31/92
<u>Personal Services:</u>			
Permanent Salaries			
1444 Secretary I	1.00	\$30,585	\$42,067
1652 Sr. Accountant	.50	0	20,418
1842 Management Assistant	1.00	45,463	0
2822 Health Educator	1.00	48,940	77,665
2825 Sr. Health Educator	1.00	58,062	83,531
1424 Clerk Typist	.25	5,200	9,459
1426 Sr. Clerk Typist	1.00	22,732	44,095
2220 Physician	.00	5,730	0
2230 Physician Specialist	.20	0	21,607
2586 Health Worker II	.40	11,442	15,075
2587 Health Worker III	1.00	24,077	41,272
2803 Epidemiologist II	0.50	20,903	0
2819 Asst. Health Educator	2.00	69,114	126,240
2822 Health Educator	1.00	49,977	72,925
2823 Mental Health Educator	0.60	19,992	41,157
2930 Psychiatric Social Worker	1.00	36,483	66,524
6122 Sr. Env. Health Inspector	.50	23,232	39,900
2830 Public Health Nurse	<u>0.50</u>	<u>22,779</u>	<u>0</u>
Subtotal, Permanent Salaries	13.45	\$494,711	\$701,935
Temporary Salaries			
2320 Registered Nurse	<u>.20</u>	<u>8,055</u>	<u>15,171</u>
Subtotal, All Salaries	13.65	\$502,766	\$717,106
Mandatory Fringe Benefits		<u>139,024</u>	<u>190,365</u>
Subtotal Personal Services		\$641,790	\$907,471

Operating Budget:

Professional Services

Existing contracted community-based agencies will provide tobacco control services. DPH expects 10 providers to begin service in March and June of 1991 (Refer to Comment No. 2 for the list of providers).

699,435

652,517

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Memo to Finance Committee
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Other Contractual Services	\$18,750	\$39,350
Use of Employee Car	0	3,000
Travel	3,725	3,000
Training	1,875	3,200
Other Services	11,450	16,650
Telephone	25,657	4,876
Materials and Supplies	63,749	67,375
Property Rental	21,000	41,238
Equipment	1,635	3,250
DP/WP Equipment Lease/Purchase	18,617	0
City-wide overhead	69,665	109,660
Department overhead	<u>26,604</u>	<u>26,461</u>
Subtotal Operating Budget	\$962,162	\$970,577
Total Comprehensive Tobacco Control Plan	\$1,603,952	\$1,878,048
Less estimated expenditure through 6/30/91	<u>1,321,231</u>	
Projected Carry-over to FY1991-92	\$282,721	
Funds available from grant request (this resolution)		\$1,595,327
Funds available from unused portion of prior allocation		<u>282,721</u>
Total grant funds available		\$1,878,048

Comments:

1. The DPH has prepared the attached Health Commission - Summary of Grant Request.
2. DPH has budgeted \$652,517 for professional service contracts with ten community organizations. DPH has identified eight community organizations as contractors and expects service with these eight contractors to begin in March of 1991. DPH expects to identify the remaining two contractors in April of 1991. These two contracts are expected to begin in June of 1991. The ten contracts are listed below:

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1) Chinatown Youth Services	\$55,980
2) Wu Yee Children's Services	49,197
3) Community Boards Program	55,370
4) Asian American Recovery Services (Pilipino Early Intervention Project)	55,980
5) Lyon Martin Women's Health Services	55,980
6) Bay Area Addiction Research and Treatment	55,980
7) Bay View Hunters Point Foundation	55,980
8) YMCA of San Francisco	55,980
9) Contractor to be identified serving Latino population	106,035
10) Contractor to be identified serving Native American population	<u>106,035</u>
Total	\$652,517

Because DPH has not yet identified the two remaining contractors, the Budget Analyst recommends that the authorization to apply for and accept the grant funds should be approved but that the authorization to expend the proposed grant funds should be reduced by the amount of the two proposed contracts (a total of \$212,070) until the Department can identify the contractors for the Board of Supervisors. Once the two contractors are identified, the expenditure authorization for the \$212,070 can be approved by the Board of Supervisors.

3. The DPH presently administers the first allocation of Proposition 99 grant monies through the City budget process. However, DPH plans to handle the second allocation for the Comprehensive Tobacco Control Plan and Budget as a grant, and as such, the second allocation of grant funds will not appear in the FY 1991-92 DPH budget. According to Mr. Dave Fong of the Controller's Office, when the City began receiving allocations of Tobacco Tax monies from the State for various health programs, the funds were treated as State subventions and included in the annual budget process. However, because the State has made specific grants for certain projects such as the Tobacco Control Program, the State requires a separate accounting for those grant projects funded by the Tobacco Tax monies. Mr. Fong advised that removing this grant project from the annual budget process would facilitate the separate accounting of the Tobacco Control Program. Current Civil Service grant-funded positions listed above will be removed from the annual budget and funded through the second allocation of grant funds. These positions will not be retained after the grant project terminates.

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4. A supplemental appropriation request and corresponding amendment to the Annual Salary Ordinance (Files 101-90-40 and 102-90-7, respectively) have been reported out of Finance Committee and are currently pending before the Board of Supervisors that would make minor changes to three Civil Service positions currently in the 1990-91 grant budget and listed in the budget presented above. The proposed appropriation changes are as follows:

<u>Position</u>	<u>Amount Reduced</u>	<u>Amount Increased</u>
2220 L Physician	\$4,050	
2230 L Physician Specialist		\$8,505
2822 L Health Educator	<u>6,750</u>	<u> </u>
Total	\$10,800	\$8,505

The proposed appropriation changes would result in a net decrease of \$2,295 in the current Fiscal Year 1990-91 budget for the Phase I/II Plan. DPH projects a surplus of \$282,721 in the Phase I/II Plan, which will be carried over to supplement the second allocation of grant funds, as described above. As previously noted, the three positions will be removed from the annual budget, effective July 1, 1991.

5. DPH applied for the second allocation of funds on December 21, 1990, and was notified that the Department will receive the \$1,595,327. Therefore, the proposed resolution (146-91-1) should be amended to allow DPH to retroactively apply for the second allocation of grant funds.

Recommendations: 1. Amend the proposed resolution (File 146-91-1) to:

- a) Authorize the DPH to retroactively apply for the State grant funds of \$1,595,327, as noted in Comment No. 5 above; and
- b) Reduce the authorization for expenditure of the amount of \$1,595,327 by \$212,070 to \$1,383,257, as noted in Comment No. 2 above.

Approve the proposed resolution as amended.

2. Approve the proposed resolution (File 146-91-8) adopting the Phase III Comprehensive Tobacco Control Plan and Budget.

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DEPARTMENT HEALTH SERV. ES
 Contact Person CAROL RICE
 Address TOBACCO CONTROL SECTION. P.O. BOX
942732, SACRAMENTO, CA 94234-7320

Division COMM. Y PUBLIC HEALTH
 Section BUREAU OF HEALTH PROMOTION
 Contact Person ALYONIK HRUSHOW
 Telephone 554-2746
 Application Deadline 12-21-90
 Notification Expected _____
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

Amount Requested \$ 1,595,327
 Term: From 1-1-91 To 12-31-92
 Health Commission _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$1,595,327 from the period of JAN 1, 1990 to DEC 31, 1992 to provide TOBACCO CONTROL services.

II. Summary (Concise summary of project - purpose, need, services and products)

SEE ATTACHED SUMMARY

III. Outcomes/Objectives:

SEE ATTACHED OUTCOMES/OBJECTIVES

IV. Effects of Reduction or Termination of These Funds:

THESE FUNDS ARE ALLOCATED TO SAN FRANCISCO CITY AND COUNTY FROM AB75 THROUGH DECEMBER 1992.

THESE GRANT - FUNDED SERVICES ARE PART OF A STATEWIDE CAMPAIGN TO REDUCE TOBACCO USE IN CALIFORNIA BY 75% BY 1999. APPROPRIATION OF AB75 FUNDS FOR TOBACCO CONTROL SUNSETS DECEMBER

V. Financial Information: 1992 AND REAPPROPRIATION IS PENDING NEW LEGISLATION. THESE SERVICES COULD NOT BE PROVIDED WITHOUT THESE GRANT FUNDS.

	Col. A Two Years Ago	Col. B Fest Year/Orig.	Col. C Proposed	Col. D Change	Rec. Match	Approved by
Grant Amount:		1,603,952	1,878,048*			
Personnel		641,790	907,471			
Equipment		1,635	3,250			
Contract Svc.		699,435	652,517			
Mnt. & Supp.		63,749	67,375			
Facilities/Space		21,000	41,238			
Other		80,074	70,076			
Indirect Costs		96,269	136,121			

(15% OF PERSONNEL)

VI. Data Processing

(See Exhibit A)

14,606

0

VII. Personnel

F/T CSC

11

11

P/T CSC

8

9

Contractual

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 BUREAU OF ENVIRONMENTAL HEALTH, STATE MENTAL HEALTH GRANT, CPHS, SFGH.

Will grant funded employees be retained after this grant terminates? If so, How?
 NO.

*VIII. Contracted Services: Open Bid X Sole Source _____ (If sole source, attach Request for Estimate Form)

* \$1,878,048 INCLUDES THE 2ND STATE ALLOCATION OF \$1,595,327 PLUS \$282,721 OF SAVINGS CARRIED OVER FROM THE PHASE I/PHASE II PLAN BUDGET.

Item 23 - File 68-90-16.1

Department: Mayor's Office of Public Safety

Item: Resolution amending Resolution 858-90, (File 68-90-16) which authorized the Mayor to apply for, accept, and expend a \$500,000 grant. The proposed resolution would change the grant amount to \$721,186 and would extend the grant period for an additional three months from one year to a total of 15 months.

Grant Amount: \$721,186

Source of Grant: Federal Office for Substance Abuse Prevention (OSAP)

Grant Period: October 1, 1990 through December 31, 1991 (15 months)

Project: The Community Partnership Program

Project Description: The proposed Federal grant would be used to implement a City-wide, multi-disciplinary, comprehensive, neighborhood and youth-oriented action plan, to address the City's alcohol and drug abuse problems. The plan would expand on the planning and program implementation efforts of the Mayor's Drug Symposium Task Force. The Task Force is comprised of representatives of neighborhood-based agencies, the corporate community, treatment providers, tenant associations, and youth.

The Board of Supervisors previously approved a resolution authorizing the Mayor to apply for, accept and expend \$500,000 in Federal grant funds (File 68-90-16). The Budget Analyst's report on that legislation is contained in Attachment 1. OSAP has allocated \$221,186 in additional funds which allows expansion of the term of the grant by three months. In addition, OSAP notified the Mayor that a mandatory Workshop and Conference in Washington D.C. must be attended by two programmatic staff.

Project Budget: The following budget reflects the expanded grant period of 15 months:

<u>Personnel</u>	<u>FTE</u>	
Mayor's Office		
Principal Investigator	.20	\$16,297
Partnership Director	1.00	53,990
Empowerment Coordinator	1.00	52,377
Youth Coordinator	1.00	41,008

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DPH		
Epidemiologist	1.00	49,725
Health Care Analyst	1.00	48,464
Fringe Benefits		<u>33,839</u>
Subtotal	5.20	\$295,700
<u>Operating Expenses</u>		
Travel		\$17,000 *
Supplies		18,645
Computers		5,592
Public Education Materials:		
Printed & Visual Materials		15,000
Audit		<u>7,219</u>
Subtotal		\$63,456
<u>Contractual Services</u>		
Community-Based Self-Help Groups		\$220,938
Training		11,000
Youth Stipends		75,750
Community Survey:		
Stipends & materials		12,000
Neighborhood Conferences		<u>8,000</u>
Subtotal		327,688
<u>Indirect Costs</u>		<u>34,342</u>
Total		\$721,186

* Travel expenses include two out-of-State conferences mandated by the Federal grantor for two persons from the Mayor's Office and two persons from the Evaluation staff. In addition, there is a conference in San Diego that the two Evaluation staff members will be attending.

Indirect Costs: \$34,342 or five percent of direct costs

Required Match: None

Comments: 1. Ms. Sandy Bonilla of the Mayor's Office reports that the Mayor's Office has not yet issued the RFPs to acquire the necessary training services and the services to be provided by the community-based self-help groups. The Mayor's Office cannot, at this time, identify which community-based organizations will be used or provide specific budget details regarding these contractual services. Since the Mayor's Office cannot identify the organizations nor provide specific budget details for the above noted contractual services, the

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Budget Analyst recommends that the authorization to expend the \$11,000 for training services and the \$220,938 for community-based self-help group services be deleted, pending the Mayor's Office's submission of specific budget details for the individual contractors.

2. The youth stipends would be administered by the Mayor's Office of Children, Youth and Families. Mr. Keith Choy of the Mayor's Office reports that prospective candidates for the stipend program would be recruited from schools as well as neighborhood groups and would be screened through the Mayor's Office of Children, Youth and Families. Youth that are selected to participate in the program would receive an hourly stipend of \$4.25 for an estimated five hours of work per week.

3. The \$12,000 budgeted for the community survey would be administered by the Mayor's Office of Children, Youth and Families. Ms. Bonilla reports that representatives from the targeted communities would be recruited and trained by individual staff to help conduct Federal mandated survey interviews. Community members selected to preform the surveys would be paid an undetermined stipend.

4. The \$8,000 budgeted for neighborhood conferences would be spent on rental space and supplies for eight conferences or a minimum of one conference per designated neighborhood.

5. The Mayor's Office reports that they do not have budget details for the \$5,592 budgeted for computer equipment nor have they received Electronic Information Processing Steering Committee (EIPSC) approval for the computer equipment purchases. Since the Mayor's Office cannot provide budget details for the computer equipment and have not received EIPSC approval for the purchases, the Budget Analyst recommends that the authorization to expend the \$5,592 for computer equipment be deleted, pending the Mayor's Office submission of specific budget details for the computer equipment and EIPSC approval.

6. Attachment 2 is a "Summary of Grant Request" as prepared by the Mayor's Office for the Federal grant funds.

Recommendation:

Amend the proposed legislation to 1) delete the expenditure authorization for the \$11,000 for training services pending the Mayor's Office's submission of specific budget details and identification of the contractors for these contractual services 2) delete the expenditure authorization for the \$220,938 for community-based self-help group services,

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pending the Mayor's Office's submission of specific budget details and identification of the contractors for these contractual services and 3) delete the expenditure authorization for the \$5,592 for computer equipment pending the Mayor's Office submission of budget details for these computer equipment expenditures and EIPSC approval. Approve the resolution as amended.

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Item 1f - File 68-90-16

Department: Mayor's Office of Public Safety

Item: Resolution authorizing the Mayor to apply for, accept and expend a new Federal grant.

Grant Amount: \$500,000

Source of Grant: Federal Office for Substance Abuse Prevention (OSAP)

Grant Period: October 1, 1990 through September 30, 1991

Project: The Community Partnership Program

Project Description: The proposed Federal grant would be used to implement a City-wide, multi-disciplinary, comprehensive, neighborhood and youth-oriented action plan, to address the City's alcohol and drug abuse problems. The plan would expand on the planning and program implementation efforts of the Mayor's Drug Symposium Task Force. The Task Force is comprised of representatives of neighborhood-based agencies, the corporate community, treatment providers, tenant associations, and youth.

The geographic areas in the City, that have been targeted for the proposed Community Partnership Program have been identified as a priority and designated as underserved by the Mayor's Drug Symposium Task Force. These areas include (1) the Western Addition, (2) the Tenderloin, (3) Potrero Hill, (4) the Mission District, (5) Bayview Hunters Point, (6) Visitacion Valley/Sunnydale, (7) Oceanview-Merced-Ingleside and (8) Chinatown. The Task Force has already initiated pilot projects at three sites within the targeted communities.

The program objectives of the proposed Community Partnership Program, as provided by the Mayor's Office, are as follows:

1. Encourage effective coordination by organizing drug prevention initiatives and convening neighborhood drug prevention councils.
2. Enhance or encourage the creation of at least 12 community-based self-help groups.
3. Enable 250 parents and 50 youth to assist in drug prevention activities.

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4. Enhance and sustain a strategic planning effort which assures action steps are identified and implementation of projects occurs.
5. Create an ongoing training service to assist community members in neighborhood activities aimed at resolving alcohol and drug abuse problems and to train individuals in emerging drug problems, drug prevention strategies and treatment options.
6. Establish a Youth Council in seven target areas and Tenant Associations in five housing projects.

The Mayor's Office would be responsible for administering the proposed grant and would serve as the lead agency in coordinating the planning process. The Department of Public Health (DPH) would be primarily responsible for evaluation of the planning process.

The Mayor's Office reports that two groups are being formed to assist in the planning process. The first, a Neighborhood Empowerment Consortium, would assist the Mayor's Office in the selection and monitoring of the community-based self-help groups and would help insure a coordinated and comprehensive approach to the planning process in order to address the needs of the target communities. The second group, a Youth Forum, would provide a platform for accessibility, coordination and commitment for youth to assist in the development of drug prevention strategies. These two groups would supplement the planning activities of the Mayor's Drug Symposium Task Force.

Project Budget:

<u>Personnel</u>	<u>FTE</u>	
Mayor's Office		
Principal Investigator	.05	\$3,180
Partnership Director	1.00	42,347
Empowerment Coordinator	1.00	41,080
Youth Coordinator	1.00	32,162
DPH		
Epidemiologist	1.00	39,000
Health Care Analyst	1.00	38,000
Fringe Benefits		<u>29,334</u>
Subtotal	5.05	\$225,103

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Operating Expenses

Travel (two out-of-State conferences mandated by Federal grantor)	\$11,800	
Supplies	8,645	
Audit	<u>5,000</u>	
Subtotal		25,445

Contractual Services

Community-Based Self-Help Groups	\$175,000	
Training	10,000	
Youth Stipends	<u>40,643</u>	
Subtotal		225,643

Indirect Costs 23,809

Total \$500,000

Indirect Costs: \$23,809 (10.6% of personnel cost)

Required Match: None

Comments: 1. Mr. Jim Buick of the Mayor's Office reports that the Mayor's Office has not yet issued the RFPs to acquire the necessary training services and the services to be provided by the community-based self-help groups. As such, the Mayor's Office cannot, at this time, identify which community-based organizations will be used nor provide specific budget details regarding these contractual services.

2. Since the Mayor's Office cannot identify the organizations nor provide specific budget details for the above noted contractual services, the Budget Analyst recommends that the \$10,000 for training services and the \$175,000 for community-based self-help group services be placed on reserve, pending the Mayor's Office's submission of specific budget details for the individual contractors to the Finance Committee.

3. The youth stipends would be administered by the Mayor's Office of Children, Youth and Families. Mr. Keith Choy of the Mayor's Office reports that prospective candidates for the stipend program would be recruited from schools as well as neighborhood groups and would be screened through the Mayor's Office of Children, Youth and Families. Youth that are selected to participate in the program would receive an hourly stipend of \$4.25 for an estimated five hours of work per week.

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4. Attached is a "Summary of Grant Request" as prepared by the Mayor's Office for the Federal grant funds.

Recommendation: Amend the proposed legislation to reserve \$10,000 for training services and \$175,000 for community-based self-help group services, pending the Mayor's Office's submission of specific budget details for these contractual services to the Finance Committee, and approve the resolution as amended.

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Mayor
 Federal Office of Substance Abuse Prevention
 Contact Person Nancy J. McGinnis
 Address 5600 Fishers Lane, Rm 13C-20
Rockville, Maryland 20857
 Amount Requested \$ 721,186.00
 Term: From 10-01-90 To 12-30-91

Mayor
 Section Public Safety Office
 Contact Person Joyce O. Smith
 Telephone (415) 554-6560
 Application Deadline _____
 Notification Expected RECEIVED 9/90

Board of Supervisors: Finance Committee

Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a grant in the amount of \$ 721,186.00 from the period of 10-01-90 to 12-30-91 to provide Training, Technical Assistance, Leadership Development Services, and Financial Support

II. Summary: (Concise summary, need statement, benefits to groups served, services and products)

This grant will support S.F. in implementing a community-wide multi-disciplinary comprehensive, neighborhood and youth oriented action planning process to address the city's serious alcohol and drug abuse problems. The project is designed as a planning process and coordinating activity for enhancing, promoting, and improving local substance abuse prevention efforts by cultivating the establishment of community support groups and strengthening individual self-help activities.

III. Outcomes/Objectives:

- 1) Organize drug prevention initiatives & convene neighborhood drug prevention council
- 2) Create at least 12 grassroots community based self help groups.
- 3) Empowers 250 parents and 50 youth to assist in drug prevention activities.
- 4) Retrain individuals in emerging drug problems.
- 5) Establish a Youth Council in seven target areas & tenant assoc. in five housing projects.

IV. Effects of Reduction or Termination of These Funds:

Would reduce or terminate planned efforts.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			721,186.00		-0-	
Personnel			261,861.00			
Equipment			5,592.00			
Contract Svc.			225,643			
Mat. & Supp.			18,645.00			
Facilities/Space			-0-			
Other			24,219.00			
Indirect Costs			34,342.00			

VI. Data Processing

(none included above)

N/A

VII. Personnel

	5				
F/T CSC					
P/T CSC		1			
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 CSC Employee's - Department's Budget

Will grant funded employees be retained after this grant terminates? If so, how?

VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Proposals Form)

Item 24 - File 148-91-1

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Director of Public Works to expend funds from the State of California for roadway work on City streets in accordance with the State-Local Transportation Partnership Program (Formerly Senate Bill 140)

Grant Amount: \$2,874,199 (Matching funds of 21.77 percent)

Source of Funds: State of California, Department of Transportation (CALTRANS)

Local Match: \$10,326,801 from 1987 Street and Safety Improvement Bonds

Description: In 1988, the California State Legislature passed Senate Bill 140 establishing the State-Local Transportation Partnership Program and pledging \$300 million in State matching funds for local roadway improvements. Proposition 74, on the June, 1988 State ballot, which voters did not approve, was to have provided the needed funding for SB 140.

Although the ballot measure failed, CALTRANS continued to advise local jurisdictions to submit project applications for SB 140 State matching funds up through June 30, 1989. In April of 1989, the Board of Supervisors approved Resolution #275-89, which authorized the Director of Public Works to apply for and accept these State matching funds up to the amount of \$8,673,950.

To provide funding for SB140, in 1990, the State Legislature appropriated \$250 million for the State-Local Transportation Partnership Program to be used for repair of local roads. From this appropriation, matching State funds have been allocated to various local agencies in California. CALTRANS has notified DPW that the Department has been allocated \$2,874,199 for the proposed projects listed in the 1989 application.

DPW has provided a detailed list of projects (See attachment). The total projected cost of the projects to be funded is \$13,201,000, of which \$2,874,199 is the State's match. The remaining \$10,326,801 would come from the 1987 Street and Safety Improvement Bond Fund monies.

Comment: Mr. Joe Ovadia of DPW reports that all of the projects to be funded with the proposed grant funds were scheduled for construction and completion during Fiscal Years 1989-90 and

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1990-91. Three projects are still in the design stage (See attachment). However, the remaining projects listed in the attachment have been completed or are currently under construction. Mr. Ovadia further advises that DPW awarded all of the construction contracts under a competitive bid process. The \$2,874,199 in matching State funds would partially reimburse the local costs already incurred on these projects.

Recommendation: Approve the proposed resolution.

<u>Project Title</u>	<u>Maximum State Share</u>	<u>Revised Project Cost</u>
<u>Street Reconstruction</u>		
Street Reconstruction Contract #1	\$321,145	\$1,475,000
Chestnut Street between Leavenworth and Hyde		
Filbert Street between Van Ness and Polk		
Harrison Street between 20th and Mistral		
Leavenworth Street between Vallejo and Green		
Manchester Street between Stoneman and Ripley		
Orizaba Street between Montana and Thrift		
Putnam Street between Jarboe and Tomkins		
Rutledge Street between Alabama and Peralta		
Stoneman Street between Manchester and Shotwell		
Taylor Street between Union and Filbert		
Winfield Street between Coso and Esmeralda		
Street Reconstruction Contract #2	161,553	742,000
Alta Street between Montgomery and Sansome		
Alvarado Street between Grandview and Hoffman		
Mateo Street between Chenery and Laidley		
Missouri Street between 22nd and Sierra		
Montgomery Street between Union and Greenwich		
Ridgewood Street between Joost and Mangels		
22nd Street between Worth and Hoffman		
24th Street between Hoffman and Fountain		
29th Street between Castro and Diamond		
Total Street Reconstruction	\$482,698	\$2,217,000

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<u>Project Title</u>	<u>Maximum State Share</u>	<u>Revised Project Cost</u>
<u>Pavement Renovation</u>		
Bush Street between Presidio and Battery	\$195,082	\$896,000
Great Highway between Fulton and Lincoln	296,760	1,363,000
Broadway between Van Ness and Laguna	32,659	150,000
Sunset Boulevard between Irving and Lake Merced Lake Merced Boulevard between Brotherhood and County Line	552,588	2,538,000
16th Street between San Bruno and 3rd	428,049	1,966,000
3rd Street between Evans and Jamestown		
* Mission Street between Embarcadero and Army	328,984	1,511,000
* Balboa Street between Arguello and Great Highway	254,304	1,168,000
Total Pavement Renovation	\$2,088,426	\$9,592,000

* Currently in design phase.

<u>Project Title</u>	<u>Maximum State Share</u>	<u>Revised Project Cost</u>
<u>Installation of New Traffic Signals</u>		
Traffic Signal Contract No. 42	\$106,250	\$488,000
Army and Dolores Broderick and Turk Evelyn and Portola Fawler and Portola Market and Dolores Portola and O'Shaughnessy		
Traffic Signal Contract No. 43	23,297	107,000
15th and Castro 15th and Guerrero		
Total Installation of New Traffic Signals		\$129,547
		\$595,000
<u>Modification of Existing Traffic Signals</u>		
Traffic Signal Mod. Contract No. 18 (18 locations)	\$33,312	\$153,000
Traffic Signal Mod. Contract No. 19 (14 locations)	95,582	439,000
Traffic Signal Mod. Contract No. 20 (16 locations)	44,634	205,000
Total Traffic Signal Modifications		\$173,528
		\$797,000
TOTAL ESTIMATED PROJECT COSTS	<u>\$2,874,199</u>	<u>\$13,201,000</u>

* Currently in design phase.

Item 25 - File 148-91-2

Department: Department of Public Works (DPW)

Item: Resolution authorizing the Department of Public Works to apply for and accept a new State grant.

Grant Amount: \$6,010

Source of Grant: California Department of Transportation

Grant Period: November 2, 1989 through December 29, 1989

Project: Seismic Retrofit Program

Project

Description: The DPW advises that the State Legislature established the Seismic Retrofit Program following the October 17, 1989 earthquake. The purpose of this program is to assess the Statewide seismic retrofit needs of publicly-owned bridges. The DPW reports that on November 2, 1989, the California Department of Transportation requested the City and County of San Francisco to conduct a seismic retrofit inventory of bridges in the City. In response to the California Department of Transportation's request, the DPW, at the City's expense, completed Seismic Retrofit Inventory Forms for approximately 55 bridges within the City's jurisdiction. The proposed grant funds would reimburse the City for the \$6,007 in expenditures already incurred by DPW for the preparation of the Seismic Retrofit Inventory Forms.

Grant Budget:	<u>Personnel</u>	
	Senior Civil Engineer (24 hrs @ \$68.20 per/hr.)	\$1,637
	Associate Civil Engineer (58 hrs @ \$50.92 per/hr)	2,954
	Civil Engineering Assoc. I (17 hrs @ \$40.76 per/hr)	693
	Civil Engineering Asst. II (20 hrs @ \$36.12 per/hr)	<u>723</u>
	Total	\$6,007

Local Match: None

Indirect Costs: None

Comments: 1. As noted above, the proposed grant has a start-up date of November 2, 1989. Mr. David Leung of DPW reports that the reason the Department is submitting the request to apply for this grant, at this time, is because (1) the State did not officially notify the Department that funding would actually be made available until July of 1990 and (2) the application process was new to the Department and therefore it took additional time to obtain the necessary forms from the State

BOARD OF SUPERVISORS
BUDGET ANALYST

and to process the information needed to submit the application. Mr. Leung advises that the application for these funds has not, as yet, been submitted to the State.

2. Mr. Charles Ng of the DPW, reports that the Department erroneously excluded the request to authorize the DPW to expend the proposed grant funds. Therefore, the proposed legislation should be amended to authorize the DPW to expend the proposed grant funds. Additionally, since the DPW has already incurred expenditures against the proposed grant, the proposed legislation should be amended to authorize the DPW to expend the proposed grant funds retroactively.

3. As previously noted, the proposed grant funds would reimburse the City for expenditures already incurred by DPW for the completion of the Seismic Retrofit Inventory Forms.

4. Attached is the Summary of Grant Request, as prepared by the DPW for the proposed grant funds.

Recommendations: 1. Amend the legislation to (1) authorize the DPW to expend the proposed grant funds and (2) authorize the DPW to expend the proposed grant funds retroactively.

2. Approve the proposed legislation as amended.

App No. _____

Summary of Grant Request

Rev. 4/10/90

Grantor State of California - DOT
 Contact Person Jake Louie
 Address Box 7310
San Francisco, CA 94120
 Amount Requested \$ 6,010.00
 Term: From Nov. 2, 1989 To Dec. 29, 1989

Division BOE-GES
 Section Structural
 Contact Person Charles Ng
 Telephone 554-8350
 Application Deadline N/A
 Notification Expected _____

Board of Supervisors: Finance Committee

Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (renewal) (program extension)
 (Check appropriate words) grant in the amount of \$ 6,010.00 from the period of Nov. 2, 1989 to Dec. 29, 1989
to provide reimbursement of engineering services

II. Summary: (Concise history, need statement, contact person, and services and products)

On December 29, 1989, the City and County of San Francisco completed seismic retrofit inventory forms for the California Department of Transportation for bridges in the City using City funds. Since \$6,010 spent for the inventory work qualifies for reimbursement from the State Transportation Fund, the Department of Public Works is requesting approval to apply for and accept state funds from the California Department of Transportation.

III. Outcomes/Objectives:

N/A

IV. Effects of Reduction or Termination of These Funds:

N/A

V. Financial Information: N/A

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			6,010			
Personnel						
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing: N/A

(None Included above)

VII. Personnel: N/A

F/T CSC _____

P/T CSC _____

Contractual _____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: _____

Will grant funded employees be retained after this grant terminates? If so, How? _____

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (Circle source, attach Request for Proposal form)

N/A

Item 26 - File 200-91-1

Note: This item was continued by the Finance Committee at its meeting of January 23, 1991.

Department: Department of Public Works (DPW)

Item: Resolution to apply for an Energy Conservation Loan

Loan Amount: \$1,327,013

Source of Loan: California Energy Commission (CEC)

Loan Period: 6.5 years

Project: Energy Conservation Measures in the proposed New Sheriff's Facility and the Hall of Justice

Description: The proposed loan would pay for Energy Conservation Measures (ECM) in the New Sheriff's Facility and the Hall of Justice. The loan payments would be less than or equal to the avoided energy costs in the facilities for the period of the loan according to the Public Utility Commission's (PUC) Bureau of Energy Conservation. The loan amount would be \$1,327,013 and the annual energy savings resulting from the EMC are estimated at \$204,156.

The proposed loan would provide for the purchase of new air conditioning cooling machinery for the Hall of Justice to replace machinery that is worn out and would be even more overtaxed when the proposed new Sheriff's Facility is connected to the existing Hall of Justice air conditioning system.

Comments: 1. Mr. Richard Evans of the DPW reports that budget details for the proposed ECM will be made available when the DPW returns to the Board of Supervisors requesting to accept and expend the loan funds.

2. Mr. Evans further reports that the interest rate for the loan will be known when the Department actually applies for the loan.

Recommendation: Approve the proposed legislation.

Item 27 - File 101-90-44.1

1. This item is a hearing to consider the Disproportionate Share and Emergency Services Fund program.

2. The Disproportionate Share and Emergency Services Fund was established by SB1255 in 1989. Under this legislation, the State is permitted to accept voluntary funds from various sources including public agencies in order to provide additional funding to disproportionate share hospitals that can be used to maintain or enhance access for Medi-Cal beneficiaries. Certain hospitals Statewide, are designated as disproportionate share hospitals on the basis of (1) having a large Medi-Cal and indigent health care caseloads and (2) having the costs associated with such caseloads far exceeding the Medi-Cal reimbursement rate. The voluntary funds that are deposited to the Fund are used as matching funds to acquire additional Federal funds through the Medi-Cal Program. Prior to the passage of SB 1255, only State funds were used to match Federal funds under the Medi-Cal Program. San Francisco General Hospital is the only hospital in the City that is eligible to receive monies from the Disproportionate Share and Emergency Services Fund. Statewide, there are an additional 40 hospitals that are eligible for these monies.

3. The California Medical Assistance Commission (CMAC) is responsible for administering the Disproportionate Share and Emergency Services Fund. The CMAC solicits voluntary contributions to the Fund and distributes available monies through a negotiation process to those disproportionate share hospitals that submit applications for funding. While there is no direct link between the amounts that are contributed and the amounts that are allocated back, the greater the amount of monies in the Fund, the more Federal monies will go into the Fund for distribution to disproportionate share hospitals. The CMAC has solicited donations for the Disproportionate Share and Emergency Services Fund and distributed available monies to eligible hospitals two times since SB 1255 was passed. The Commission conducted the first solicitation of contributions and distribution of funds in May and June of 1990 and the second in September and October of 1990.

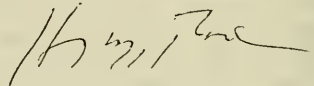
4. In May of 1990, San Francisco participated in this program, making a General Fund contribution to the Disproportionate Share and Emergency Services Fund of \$2.0 million. In return, San Francisco received a total reimbursement of \$3.0 million, for a net revenue benefit of \$1.0 million. The basis for the reimbursement to San Francisco was the number of Medi-Cal days provided at San Francisco General Hospital (SFGH) between January 1, 1990 and June 30, 1990. In September of 1990, although San Francisco was not required to provide further General Fund contributions, the City received an additional \$1.5 million from the Fund for the number of Medi-Cal day provided at SFGH between July 1, 1990 and December 31, 1990.

5. On January 14, 1991, the Board of Supervisors approved an emergency supplemental appropriation in the amount of \$4.0 million (Ordinance 18-91) to provide funds for the City's continued participation in the Disproportionate Share and Emergency Services Fund Program. The deadline for the submission of the

BOARD OF SUPERVISORS
BUDGET ANALYST

Memo to Finance Committee
January 30, 1991

City's \$4.0 million contribution was January 25, 1991. As occurred previously, the City's contribution to the General Fund is anticipated to result in a net revenue benefit to the City. The extent to which the City will benefit is not known at this time. However, the Department of Public Health and the Controller believe that the City's net revenue benefit will be substantial. The net additional revenues allocated to the City will serve to decrease the City's General Fund costs to support the SFGH and, unless appropriations of such revenues are made for additional expenditures at SFGH, these revenues will increase the General Fund surplus. The CMAC anticipates completion of negotiations with eligible disproportionate share hospitals and notice of awards by February 26, 1991. Other California Counties, including the County of Los Angeles, County of Contra Costa and County of San Bernardino have opted to participate in this Program.



Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

DEPOSITORY ITEM
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FEB 5 1991

SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY, FEBRUARY 6, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

1. LETTERS OF INTENT

- a. File 148-91-3. [Grant - Federal Funds] Letter of intent to file grant application authorizing the Director of Public Works to execute the necessary documents to apply for Federal funds in the amount of \$22 million from the Federal Highway Administration (FHWA) for the Embarcadero Roadway Project. (Department of Public Works)

ACTION:

- b. File 153-91-2. [Grant Application Funds] Letter of intent to authorize the Department of Social Services to apply for, accept and expend a grant in the amount of \$55,000 from the Stuart Foundation, for a project entitled "Family AIDS Project", to hire a contract employee to provide child welfare services to AFDC clients with AIDS who are the primary caretakers of children. (Department of Social Services)

ACTION:

- c. File 153-91-3. [Grant - State Funds] Letter of intent to authorize the Department of Social Services to file a grant application to the State Department of Social Services for funds in the amount of \$602,917 for a pilot program entitled "Family Preservation Program", requiring matching funds of \$751,553, the program is geared toward intensive in-home services to keep the family together of children who have experienced child abuse or neglect within the family and expediting the return home of children already in placement. (Department of Social Services)

ACTION:

REGULAR CALENDAR

2. File 101-88-79.2. [Release of Funds] Requesting release of reserved funds, Department of Social Services, in the amount of \$64,400, for contract services with Ralph Andersen and Associates to conduct the Second Phase of a Classification Study. (Department of Social Services)

(Consideration continued from 1/30/91)

ACTION:

3. File 101-90-35.1. [Government Funding] Ordinance appropriating \$42,960, Municipal Railway, for training; subject of previous budgetary denial. RO #90135A. (Controller)

ACTION:

4. File 101-90-54. [Government Funding] Ordinance appropriating \$1,801, Recorder's Office, for travel, training and membership dues; subject of previous budgetary denial. RO #90173. (Controller)

ACTION:

5. File 101-90-55. [Government Funding] Ordinance appropriating \$48,000, Retirement System, for temporary salaries, overtime and related mandatory fringe benefits and rescinding \$18,000 from permanent salaries. RO #90174. (Controller)

ACTION:

6. File 101-90-56. [Government Funding] Ordinance appropriating \$31,500, Health Service System, for other contractual services; providing for ratification of action previously taken. RO #90175. (Controller)

ACTION:

7. File 102-90-9. [Public Employment] Ordinance amending Annual Salary Ordinance, 1990-91, Municipal Court, to provide a salary increase for judges and traffic referees; effective January 1, 1991; companion to File 101-90-42. (Civil Service Commission)

ACTION:

8. File 102-90-42. [Government Funding] Ordinance appropriating \$50,322, Municipal Court, for permanent salaries and retirement allowance and rescinding \$50,322 from permanent salaries and a salary adjustment for twenty judges and three traffic referees. RO#90147; companion to File 102-90-9. (Controller)

ACTION:

9. File 161-91-1. [1991 Project Lease] Ordinance approving and authorizing the execution and delivery of a 1991 Project Lease, approving and authorizing the execution and delivery of a reimbursement agreement, approving the issuance of the Redevelopment Agency of the City and County of San Francisco Refunding Lease Revenue Bonds, Series 1991 (George R. Moscone Convention Center); approving the official statement relating thereto; and authorizing and ratifying the execution and delivery of such bonds, all in connection with the refunding of the Redevelopment Agency of the City and County of San Francisco Lease Revenue Bonds, Series 1979 (George R. Moscone Convention Center). (City Attorney)

ACTION:

10. File 62-91-1. [Music Festival Lease] Ordinance approving lease for establishing and operating two annual music festivals at Camp Mather, located at Tuolumne County, California. (Recreation and Park Department)

ACTION:

11. File 64-91-1. [Lease of Real Property] Resolution authorizing a new lease of real property at 1528 Fillmore Street for the Library for the Blind. (Real Estate Department)

ACTION:

12. File 78-91-1. [Monthly Contribution - Health Service System] Resolution establishing the contribution to be made to the Health Service System by City and County, Unified School District and Community College District for Fiscal Year 1991-92. (Health Service System)

ACTION:

13. File 96-91-2. [Acquisition for Purchase of Air Rights] Resolution authorizing the City and County of San Francisco to acquire an option to purchase certain air rights from the Society of California Pioneers, above their building at 456 McAllister Street, also known as Assessor's Block 766, Lot 4. (Real Estate Department)

ACTION:

14. File 146-91-9. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Homeless Programs, to apply as sub-grantee, in collaboration with the San Francisco Community Clinic Consortium as prime grantee, for a grant of up to \$750,000 from the Federal Public Health Services for primary health services and substance abuse services to homeless persons, and adding a provision for existing matching funds up to \$375,000, for the period of May 1, 1991, through April 30, 1992. (Department of Public Health)

ACTION:

15. File 146-91-10 [Grant - State Funds] Resolution authorizing the Department of Public Health, Family Health Bureau to accept and expend a grant of \$214,284 from the State Department of Health Services, Maternal Child Health Branch for services to improve Black infant health for the period of January 1, 1991 through June 30, 1993 for the residents of San Francisco. (Mayor)

ACTION:

16. File 146-91-11. [Grant - State Funds] Resolution authorizing the Department of Public Health, AIDS Office, to accept and expend an augmentation allocation of \$54,987 from the California Department of Health Services to augment the AIDS Pilot Care Project component of the Master Grant Agreement for 1990-91 for the residents of San Francisco. (Mayor)

ACTION:

17. File 146-91-12. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to accept and expend a subvention/continuation grant up to the amount of \$3,339,619 from the State of California, Department of Alcohol and Drug Programs to reduce client waiting lists for substance abuse treatment services. (Mayor)

ACTION:

18. File 172-91-1. [State Agreement] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to enter into an agreement in the amount of \$44,235 with the State of California, Department of Rehabilitation for the provision of vocational rehabilitation services to recovering alcoholics for the term July 1, 1990 through June 30, 1991 and authorizing and directing the President of the Board to sign and certify said agreement. (Department of Public Health)

ACTION:

19. File 187-91-1. [Trial Court Funding] Resolution electing to become subject to the provisions of the State Trial Court Funding Program for the period of July 1, 1991 through June 30, 1992. (Supervisor Gonzalez)

ACTION:

SPECIAL ORDER - 4:00 P.M.

20. File 65-90-7. [Disposition and Development Agreement] Resolution authorizing and approving execution of a disposition and development agreement for Blocks 5731, 5732, 5733, 5733-A (Lot 1) and 5734 (Lot 1) commonly known as the Farmers' Market. (Supervisor Walker)

(Consideration continued from 11/18/90, with pending Amendment of the Whole)

ACTION:

Finance Committee
Board of Supervisors
City Hall, Room 235
San Francisco, CA 94102

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415) 554-7642

February 4, 1991

TO: Finance Committee
FROM: Budget Analyst - *Recommendations*
SUBJECT: February 6, 1991 Finance Committee Meeting.

DOCUMENTS DEPT.

FEB 7 1991

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Item 1a - File 148-91-3

Department: Department of Public Works (DPW)

Item: Letter of intent to authorize the Department of Public Works to execute the necessary documents to apply for a Federal grant for the Embarcadero Roadway Project.

Grant Amount: \$22,000,000

Source of Funds: Federal Highway Administration

Comment: Ms. Karen Gelman of the DPW reports that further information is required by the Department in order to determine the actual nature and availability of these grant funds. Therefore, the DPW is requesting that the proposed Letter of intent be filed.

Recommendation: File the proposed Letter of intent as requested by DPW.

Item 1b - File 153-91-2

Department: Department of Social Services (DSS)

Item: Letter of intent to authorize DSS to apply for, accept and expend a grant from the Stuart Foundation for the Family AIDS Project.

Grant Amount: \$55,000

Source of Funds: Stuart Foundation

Term of Grant: 18 months from award

Description: DSS is requesting authorization to apply for and accept \$55,000 from the Stuart Foundation. The proposed funding would pay for a contracted employee to provide child welfare services to AFDC clients with AIDS who are the primary caretakers of children.

DSS has identified 21 families, in which the parent has contracted the AIDS virus. DSS staff believe that, with outreach effort, an additional 21 families could be identified.

Based on the actual case experience, DSS has found that, once AIDS symptoms have set in, the parent is unable to adequately plan for the welfare of their children. This grant proposal would provide one contracted social worker to help these clients with the welfare planning of their children. The contractor would arrange with the client for provision of home management assistance, foster care, and as needed, adoptive services.

DSS proposes the following grant budget:

Contractual Services	\$52,500
Travel and other field expenses	<u>2,500</u>
Total	\$55,000

DSS plans to hire the contractor through a Request For Proposal process. The contract would be for a total of \$52,500 and would cover a term of 18 months.

Required Match: Although a match is not required, DSS plans to provide an undetermined amount of Department clerical support to the contractor.

BOARD OF SUPERVISORS
BUDGET ANALYST

Comments:

1. DSS has prepared the attached Summary of Grant Request.
2. Ms. Lillian Johnson of DSS advises that the Department expects to provide an undetermined amount of clerical support for the contractor. An existing 1426 Senior Clerk Typist position would provide the needed clerical support.
3. DSS was notified of the availability of these funds in January of 1991, and the application deadline is February 15, 1991. If DSS receives the award, DSS should submit a resolution to accept and expend the awarded grant funds.

Recommendation: Prepare in and report out a resolution authorizing DSS to apply for the proposed grant from the Stuart Foundation in the amount of \$55,000.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item No.: _____

Date: 2/1/91SOCIAL SERVICES COMMISSION - SUMMARY OF GRANT REQUEST

Grantor Stuart Foundation
 Grantor Contact Person Pat Reynolds
 Address 425 Market St. #2835
San Francisco, CA 94105

DSS Program Child Welfare
 Program Contact Person Lillian Johnson
 DSS Contract Manager Walter Maciak
 Telephone 557-6333

Amount (Requested/Approved) \$55,000
 Term From _____ To _____
18 Months from Award

Source of Funds: Federal/State/Other
Private Foundation

Board of Supervisors: Finance Committee: Date _____

I. Action:
 Request to (apply for) (accept and expend) a (new) (continuation) (allocation) grant in the amount of \$ _____ for the period beginning 18 months to _____ to provide HIV Family Services services.

II. Purpose of grant: to provide a full range of services to families where the head of household is HIV infected

III. Outcomes/Objectives: (including number of clients to be served)
To plan for children of HIV caretakers - 50 per year.

IV. Effects of reduction/termination of these funds:
If the project proves effective it should deter children of these infected adults from coming into the system or assist in expediting a long term plan i.e. adoption

V. Expenditures:

	<u>Col. A</u> (Last Fiscal Year)	<u>Col. B</u> (Current Year if Any)	<u>Col. C</u> (Proposed) <u>18 months</u> (total)	<u>Col. D</u> (Change)	<u>Req. Match</u>
Grant Amount	_____	_____	<u>\$55,000</u>	_____	_____
Personnel	_____	_____	<u>\$52,500</u>	_____	_____
Equipment	_____	_____	_____	_____	_____
Contracts	_____	_____	_____	_____	_____
Mat. & Supplies	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____
Other	_____	_____	<u>\$ 2,500</u>	_____	_____
Indirect Costs	_____	_____	_____	_____	_____

VI. City Civil Service Personnel:

No. & Class _____ 1426 (1/2 time) _____
 No. & Class _____ _____ _____

VII. Brief description of service to be purchased by contract:

1. FTE Child Welfare experienced worker (18 months)

VIII. Contractual Services: Open Bid X Sole Source _____

Item 1c - File 153-91-3

Department: Department of Social Services (DSS)

Item: Letter of intent to authorize DSS to apply for, accept and expend a grant from the State Department of Social Services for a pilot program entitled, "Family Preservation."

Grant Amount: \$602,917

Source of Funds: State Department of Social Services (SDSS)

Term of Grant: July 1, 1991 through June 30, 1992

Required Match: Local matching in-kind funding of \$751,553

Description: DSS is requesting authorization to apply for, accept and expend \$602,917 from the State Department of Social Services (SDSS). The proposed grant project would be a two-year project and is intended to provide intensive in-home services in order to prevent families from breaking up and to reduce the cost of foster care. By providing such services through the proposed grant project, DSS expects to avoid further intervention by Family and Children's Services Social Workers that may result in separating the child or children from the parent(s).

DSS has proposed the following grant budget for the first year:

	State Family Preservation <u>Funds</u>	In-kind Donations <u>from DSS</u>	In-kind Donations from <u>Community</u>
Personnel (Including Fringe Benefits)			
1 Supervisor		\$89,106	
2 Child Welfare Workers	\$190,868		
1 Case Aide worker	37,199		
1 DSS Child Welfare Worker		5,000	
Overtime	<u>35,500</u>		
Subtotal Total Personnel	\$263,567	\$94,106	

	State Family Preservation <u>Funds</u>	In-kind Donations <u>from DSS</u>	In-kind Donations from <u>Community</u>
<u>Contractual Services</u>			
Existing Transitional Infant Program contracts (TRIP)		\$657,447	
Expansion of TRIP contracts	\$153,350		
New contracts	146,000		
Daycare services			<u>\$20,000</u>
Subtotal Contractual Services	\$299,350	\$657,447	\$20,000
Household equipment	<u>40,000</u>		
Total Budget	\$602,917	\$751,553	\$20,000

DSS proposes to spend \$299,350 of the grant funds on contractual services. Of the \$299,350 total, \$153,350 would be used to expand existing contracts associated with the TRIP, previously approved by the Board of Supervisors. The remaining \$146,000 would be used to fund new contracts with adoption agencies. These new contracts would be solicited through a Request for Proposal process.

Comment:

1. DSS has provided the attached Summary of Grant Request.
2. DSS has applied for the proposed grant, but has not been notified of whether they will receive the proposed grant funds, and does not yet know the amount of the grant award. Therefore, a resolution should be prepared in and reported out that would authorize DSS to retroactively apply for the proposed grant. Once the actual grant award is known, DSS should submit a resolution to accept and expend the awarded grant funds.
3. As previously noted, DSS has budgeted \$146,000 for new contracts with adoption agencies and therapeutic services. The contractors would be selected by RFP and subject to approval of the Social Services Commission. DSS expects to select the contractors in March of 1991. The Department should report on the selected contractors and the contract amounts to the Board of Supervisors at the time it submits a resolution to accept and expend the amount of the grant award.

BOARD OF SUPERVISORS
BUDGET ANALYST

4. According to Ms. Tangerine Brigham of DSS, the two proposed Child Welfare Workers and one Case Aide worker in the proposed 1991-92 grant budget are existing filled Department budgeted positions currently assigned to the Department's Family and Children's Services Division in 1990-91. These positions would be transferred, temporarily, in 1991-92 into a proposed Family Preservation Unit to be funded by the proposed grant program. Existing open cases, as well as new cases now being handled by the existing Family and Children's Services Division would be directed to the proposed Family Preservation Unit. Open caseloads of these three positions would be redistributed in 1991-92 among other Family and Children's Services budgeted staff. Once the grant program ends, the proposed grant program positions would again be funded through the Department's budget.

5. Administrative Code Section 10.170 specifies that the Controller must certify that, where possible, indirect costs are to be included in the proposed grant budget. Ms. Brigham advises that the proposed grant budget does not include the charging of Citywide indirect costs because, in the grant program allocation formula, the State will penalize the County, through percentage reductions in State reimbursements to the County, if the County's total foster care costs exceed the State's expected total County expenditure rate on foster care programs. Total expected County expenditures on foster care programs would consist of the amount of the grant award plus the total existing County foster care costs. Since the inclusion of indirect costs would increase the City's total expenditures on foster care programs, the City may be penalized for increasing the grant budget to include indirect costs, according to Ms. Brigham. Rather than risking the possibility of being penalized, DSS chose to develop the proposed grant budget based on the proposed level of service and did not include indirect costs.

- Recommendations:**
1. Prepare in and report out a resolution authorizing DSS to retroactively apply for the proposed grant from the State Department of Social Services.
 2. However, authorization to exclude the indirect costs in the grant program budget is a policy decision for the Board of Supervisors.

Item No.: _____

Date: 2/1/91

SOCIAL SERVICES COMMISSION - SUMMARY OF GRANT REQUEST

State Department of Social Services

Grantor Office of Child Abuse PreventionGrantor Contact Person Beth Hardesty RifeAddress 744 P Street, Mail Station 9-100Sacramento, CA 95814Amount (Requested/Approved) \$602,917Term From 7/1/91 To 6/30/92DSS Program Family & Children Serv.Program Contact Person Lillian JohnsonDSS Contract Manager Walter MaciakTelephone (415) 557-5847Source of Funds: Federal State Other _____

Board of Supervisors: Finance Committee: Date _____

I. Action:

Request to (apply for) (accept and expend) a (new) (continuation) (allocation) grant in the amount of
\$ 602,917 for the period beginning 7/1/91 to 6/30/92
 to provide intensive in-home support services.

II. Purpose of grant: To avoid or limit out-of-home placement of children and
expedite the return of children already in placement to their homes

III. Outcomes/Objectives: (including number of clients to be served)

1. Reduce total amount of foster care expenditures. 2. Increase the
number of children placed out-of-home returned to their families.
3. Provide intensive in-home support services to children and paren
in family maintenance and family reunification.

IV. Effects of reduction/termination of these funds:

Would make it more difficult for DSS to provide appropriate and
necessary services to parents and children in family maintenance and
family reunification.

V. Expenditures:

	Col. A	Col. B	Col. C	Col. D	Req. Match
	(Last	(Current	(Proposed)	(Change)	
	Fiscal	Year if			
	Year)	Any)			
Grant Amount			\$602,917		
Personnel			263,567		
Equipment			40,000		
Contracts			299,350		
Mat. & Supplies			-0-		
Facilities/Space			-0-		
Other			-0-		
Indirect Costs			-0-		

VI. City Civil Service Personnel:

No. & Class		2 - 2940
No. & Class		1 - 2910

VII. Brief description of service to be purchased by contract:

This grant will provide contracted in-home support services (e.g.,
alcohol/drug rehab., in-home management, psychiatric counseling,
et.) and intensive adoption outreach services.

VIII. Contractual Services: Open Bid X Sole Source X
 (adoption out- (in-home support
 reach services) services)
 -8-

Item 2 - File 101-88-79.2

Note: This item was continued at the January 30, 1991 Finance Committee meeting.

Department: Department of Social Services (DSS)

Item: Request to release a reserve

Amount: \$64,400

Source of Funds: General Fund monies appropriated in the DSS 1988-89 budget but placed on reserve.

Description: In March 1989, the Board of Supervisors approved a Supplemental Appropriation Ordinance (File 101-88-79) to appropriate \$230,000 for professional services to conduct classification studies for DSS. The \$230,000 was reserved pending selection of the outside contractor, hourly rates, estimated hours, and determination of the MBE and WBE status of the contract. The Board of Supervisors subsequently released funds in the amount of \$127,000 (File 101-88-79.1) to initiate a contract with Ralph Andersen and Associates to conduct the first phase of a classification study for the DSS in May 1989, and continued to reserve \$73,000 for the phase two study. The remaining \$30,000 (\$230,000 less \$127,000 less \$73,000) was returned to the City's General Fund. The Department of Social Services is requesting a release of the reserve in the amount of \$64,400 for phase two of the classification study. The proposed phase two funds would be used to acquire contract services to provide an expanded Classification and Performance Standards Study to include additional "DSS only" classifications and Social Worker and Eligibility Worker series common to DSS and the Department of Public Health (DPH), and additional costs of the classification review of the first phase of the study due to the higher cost of separating out the "DSS only" classifications. The \$64,400 requested by DSS is \$8,600 less than the \$73,000 on reserve for the purpose of the phase two contract.

The proposed second phase of the study would provide for an expanded classification and performance standards study for DSS positions not previously studied as well as those DPH classes that are closely related to the DSS Social Worker and Eligibility Workers series. Elements of the proposed study would include: analysis of departmental classifications and those of DPH and the development of new classification specifications as needed; evaluation and analysis of current internal relationships between classifications and recommendations for revised internal relationships between

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classifications; analysis of the Department's current performance appraisal system and development of job-related performance standards for each classification; and development of an ongoing classification maintenance plan.

The \$73,000 for the second phase of the classification study remained on reserve pending clarification as to details relating to a City-wide classification study that did not materialize. The proposed study of classifications at the DPH is being undertaken at the suggestion of the Civil Service Commission to examine the possibility of consolidating the Social Worker and Eligibility Worker functions performed by the DPH and DSS. Therefore, the current request for release of reserved funds is not a City-wide study as originally intended.

DSS selected an outside contractor through a Request For Proposal (RFP) process. A total of 29 firms were sent notices informing them of the RFP. Of the 29 firms notified, four firms responded to DSS with requests for further information. The firms which responded included, Lillian Holford Personnel Services, Redenux and Associates, U.S. Human Resources Group and Ralph Andersen and Associates. Of the firms that responded, only one firm, Ralph Andersen and Associates, submitted a bid which was selected to conduct the study.

The following is a breakdown of costs for the classification study as provided by Ralph Andersen and Associates:

Phase Two

A total of 148 positions studied at a cost of \$300 per position, or 528 staff hours at an average cost of \$84 per hour: \$44,400

Expenses 5,000 *

Additional Cost For Phase One

157 staff hours at an average cost of \$84 per hour 13,200

Expenses 1,800 *

Total \$64,400

* Cost for operating expenses is based on guidelines contained in the Request for Proposals. These operating expenses include, printing, photocopy, materials, travel, telephone, postage and insurance.

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Comments:

1. According to Ms. Mohini Mirchandini, Contract Manager at DSS, the Department has been notified by the State Department of Social Services that the proposed classification study represents a category of expenditure that is reimbursable by the State. Ms. Mirchandini adds that because expenditures for the proposed study would be reimbursed by the State at the same rate as other departmental expenditures, DSS anticipates the City would recover approximately 75 percent, or \$48,300 of the costs of the proposed \$64,400 study. Therefore, 25 percent, or \$16,100 of the \$64,400 required for the study would be funded through the General Fund.

2. Ralph Andersen and Associates is neither a Minority Business Enterprise firm nor a Women Business Enterprise firm. According to Mr. Isaiah Rothbaltt, Contract Manager of DSS, the firm of Ralph Andersen and Associates intended to subcontract with an MBE or WBE firm. The Budget Analyst requested information from DSS as to the portion of MBE/WBE participation of the subcontractors regarding this requested phase two classification study. Ms. Mirchandini of DSS then advised the Budget Analyst that Ralph Andersen and Associates had subsequently decided not to use any subcontractors because in their experience, work performed by such firms on this project was substandard. For the January 30, 1991 Finance Committee meeting, the Budget Analyst recommended that DSS provide a written clarification of this MBE/WBE matter directly to the Finance Committee and continue to reserve the entire \$64,400 request pending resolution of DSS's position regarding the MBE/WBE status on this proposed phase two classification study.

3. Ralph Andersen and Associates responded to DSS with written clarification of Ralph Andersen's intent to use subcontractors for a minimum of 11 percent or \$7,000 of the proposed \$64,400 contract amount. The contractor's response was subsequently provided to the Budget Analyst. According to the contractor's response, Ralph Andersen and Associates is proposing to subcontract with Mr. Howard Perkins, an independent minority contractor. However, the Human Rights Commission reports that Mr. Perkins is not a City certified MBE firm. Therefore, Mr. Perkins cannot be certified as an MBE firm based on the City's current MBE/WBE ordinance.

4. Furthermore, the proposed contract with Mr. Perkins, although containing an estimated amount of \$7,000, does not guarantee an amount to be paid to Mr. Perkins.

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Memo to Finance Committee
February 6, 1991

Recommendation: Continue to reserve this \$64,400 pending the Department of Social Services providing written confirmation to the Finance Committee that Ralph Andersen and Associates has acquired a City certified MBE and/or WBE subcontractor and that a specified minimum amount of the \$64,400 contract will be paid to a certified MBE or WBE firm.

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Item 3 - File 101-90-35.1

Department: Public Utilities Commission, Municipal Railway (Muni)

Item: Supplemental Appropriation Ordinance to increase MUNI's 1990-91 budget for training

Amount: \$42,960

Source of Funds: General Fund Reserve

Description: In September, 1990, the Board of Supervisors reduced training and membership budgets in all General Fund and General Fund supported departments. On January 2, 1991, the Finance Committee considered a \$76,072 Supplemental Appropriation Ordinance (File 101-90-35) for Muni training and memberships and approved \$33,112 for mandated training and memberships but severed the \$42,960 balance (\$76,072 request less \$33,112 approved) for Maintenance Division training, which is the subject of the proposed Supplemental Appropriation Ordinance.

The proposed supplemental appropriation would fund the following training activities:

CPR and First Aid \$7,600

The Red Cross of San Francisco will provide up to eight hours of first aid and CPR training to each of 76 employees at a cost of \$100 per employee.

Crane Safety and Rigging 1,800

Three employees will spend three days and two nights in Sacramento to attend training offered by the Crane Institute of America at a cost of \$600 per employee to improve the operation of heavy equipment and reduce the risk of accidents and injuries.

Computer Training 600

Two employees will be trained in the use of the latest software for word processing and computing at various San Francisco vendors at a cost of \$300 per employee.

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<u>Quality Control Standards</u>	\$4,500
The United States Navy will provide training in developing quality control standards to improve the operation and maintenance of Muni vehicles. Five employees will receive up to seven days of training each at a cost of \$900 per employee.	
<u>Boiler Operations</u>	4,800
At various San Francisco locations, six stationary engineers will each receive three days of training in the operation of boilers and refrigeration systems from vendors such as Honeywell and McPowers at a cost of \$800 per employee.	
<u>Diesel Bus System</u>	12,060
Thirty employees will receive specialized training of up to two weeks (depending on subject) in subjects such as doors, brakes and drive trains at an average cost of \$402 per employee. Training will be performed by outside vendors at the Muni yard.	
<u>Wheelchair Lift</u>	10,100
Lift U Corporation will train 20 employees at a cost of \$505 per employee in the repair of wheelchair lift devices on Muni buses. Training will occur at the Muni yard. The goal is to train Muni employees to perform repairs to wheelchair lifts in order to reduce the reliance on the amount of repairs performed by outside vendors.	
<u>Supervisory Training</u>	1,500
Five managers will attend one day supervisory training seminars at a cost of \$300 per manager.	
Total	\$42,960

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Comments:

1. Approval of the proposed supplemental appropriation requires a two thirds vote (eight votes) of the Board of Supervisors because the above request was the subject of a previous budgetary denial by the Board.
2. Given the Controller's January 31, 1991 report regarding the City's projected reduced budgeted revenues and overspending for fiscal year 1990-91 and the Mayor's associated hiring freeze, approval of these nonmandated training expenditures is a policy matter for the Board of Supervisors.

Recommendation:

Because the training activities that would be funded by the proposed Supplemental Appropriation Ordinance were previously denied by the Board of Supervisors and due to the Controller's recent report on the City's fiscal condition, approval of the proposed Supplemental Appropriation Ordinance is a policy matter for the Board of Supervisors.

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Item 4 - File 101-90-54

Department: Recorder's Office

Item: Supplemental Appropriation Ordinance

Amount: \$1,801

Source of Funds: General Fund - General Reserve

Description: The proposed Supplemental Appropriation Ordinance would appropriate \$1,801 for travel, training and membership dues as follows:

Travel	\$967
Training	358
Membership Dues	<u>476</u>
Total	\$1,801

The Recorder's Office is requesting the proposed supplemental appropriation in order to (1) attend a Statewide Recorder's Convention to be held in San Luis Obispo (\$600) and a New Law Workshop in Sacramento (\$367), (2) to fund training expenses (\$358) and (3) to pay for membership dues in the County Recorder's Association of California (\$476).

The Recorder's Office reports that attending the Recorder's Convention is necessary in order to obtain information needed to standardize County Recorder practices and documentation among all California counties and to enhance fee collection. The Recorder's Office advises that participation in the New Law Workshop provides an important opportunity to review and interpret recently enacted State-mandated legislation and to discuss such legislation with other County Recorders. The Recorder's Office adds that the funds requested for training will allow two Department staff to attend two in-house computer training courses.

Comments:

1. The proposed supplemental appropriation would restore funding to the Recorder's departmental budget, for travel, training and membership dues which was reduced by the Board of Supervisors during the 1990-91 budget process.
2. Because the above request was the subject of previous budgetary denial by the Board of Supervisors, during the 1990-91 budget process, approval of this proposed legislation would require a two-thirds approval or eight votes.

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3. Given the Controller's January 31, 1991 report regarding the City's projected reduced budgeted revenues and overspending for fiscal year 1990-91 and the Mayor's associated hiring freeze, approval of these travel, training and membership dues expenditures is a policy matter for the Board of Supervisors.

Recommendation: Due to the Controller's recent report on the City's fiscal condition, approval of the proposed ordinance to appropriate funds for travel, training and membership dues for the Recorder, which were previously denied by the Board of Supervisors, is a policy matter for the Board.

Item 5 - File 101-90-55

Department: San Francisco Retirement System

Item: Ordinance appropriating \$48,000 for temporary salaries, overtime, and related mandatory fringe benefits and rescinding \$18,000 from permanent salaries for the Retirement System.

Amount: \$48,000

Source of Funds: General Fund

Description: The Retirement System has requested appropriation of \$48,000 for temporary salaries, overtime pay, and related mandatory fringe benefits.

According to the Retirement System, current staff levels are insufficient to handle the existing Workers Compensation claims workload, resulting in a growing backlog of employee claims. Presently the Retirement System has a backlog of 6,500 claims.

Because of the backlog, payment of claims have been delayed. According to State Law, claims must be processed within fourteen days. If the claims are not paid within fourteen days, the Workers Compensation Division of the Retirement System must pay penalties. Mr. Rudy Hernandez, Deputy General Manager for the Retirement System has estimated that the Division paid penalties and interest of \$13,600 from January 1, 1990 through December 31, 1990. Based on this estimate, without an immediate resolution of the backlog of claims, estimated penalties and interest would total \$6,800 for the six-month period January 1, 1991 through June 30, 1991.

Mr. Hernandez further reports that, as of March 1, 1991, the Worker's Compensation Division is required to pay a ten percent penalty and seven percent interest on any delinquent medical claims payments. According to Mr. Hernandez, because of the present backlog, the Worker's Compensation Division could pay as much as \$30,000 in penalties and interest during Calendar Year 1991 for delinquent medical claims payments.

To reduce the backlog of claims and the amount of penalties and interest paid, the Retirement System has requested the following expenditures:

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Temporary Salaries - 3 1810 Actuarial Clerks at \$961 per pay-period (9 pay-periods)	\$25,947
The Retirement System requests funding for temporary salaries to process the claims to enable claims payments to be made in a timely manner.	
Overtime Pay	17,920
These funds would pay for overtime for an 1812 Assistant Retirement Analyst (126 hrs @ \$28.45/hour), an 8141 Workers Compensation Adjuster (292.5 hrs @ \$30.64/hr), and an 8165 Workers Compensation Supervisor (138 hrs @ \$38.95/hr).	
Corresponding Mandatory Fringe Benefits	
Retirement	2,690
Social Security	1,372
Unemployment	<u>18</u>
Total Budget	\$47,947
Amount of Request	\$48,000
Difference	\$53

Amount of Supplemental Appropriation Request was
rounded to the nearest hundred dollars.

Comments:

1. Mr. Hernandez reports that the proposed expenditures would allow the Worker's Compensation Division to reduce the backlog of claims by half by the end of the current fiscal year 1990-91. To eliminate the backlog, the Workers Compensation Division plans to allocate funds for the three temporary 1810 Actuarial Clerks from other Division programs in the 1991-92 budget.

2. Mr. Hernandez also advises that as part of the 1991-92 budget instructions, each City department has been requested to devise a strategy for reducing Workers Compensation costs. Such strategies would be implemented in the 1991-92 budget.

Recommendation: Approve the proposed supplemental appropriation ordinance.

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Item 6 - File 101-90-56

Department: Health Services System

Item: Ordinance appropriating \$31,500 for other contractual services; and providing for ratification of action previously taken.

Amount: \$31,500

Source of Funds: General Fund

Description: In May of 1989, the Board of Supervisors approved resolution No. 385-89, which requested the Mayor to form a task force to recommend a plan for inclusion of domestic partners in the City's Health Benefits Plans. According to the Health Services System, the Mayor's Task Force on Family Policy recommended in June of 1990 that health service benefits eligibility be extended to cover (1) domestic partners of active City employees participating in the Health Service System; (2) dependent children, under 24 years of age, of City employees or spouses or domestic partners of such City employees participating in the Health Service System; and (3) step children who are natural children of the employee's domestic partner.

City Charter Section 8.422 requires that, whenever changes to health benefits eligibility are proposed, the Board of Supervisors secure an actuarial study that examines the costs and effects of such benefit eligibility changes. Pursuant to Section 8.422, the Health Service System has hired an actuarial consultant and has requested a supplemental appropriation of \$31,500 to pay for the contract cost.

According to the Health Services System, the consultant was hired, through the Request for Proposal process, from a pool of four proposals. The successful proposer, Towers, Perrin, Forster and Crosby, Inc. (LBE), estimated the study would cost between \$23,000 and \$31,500 and would involve an estimated 191 hours of work at an average rate of \$165 per hour. The \$31,500 would be the maximum cost allowed under the contract and is the amount requested by the Health Services System for appropriation.

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Because the contractor has already been selected and work has already begun, this proposed ordinance would also provide for ratification of the Department's decision to hire the consultant and spend the funds. The Health Service System expects the study to be completed by mid March, 1991.

Comments:

1. Although the Task Force proposed that eligibility be extended to domestic partners and other categories of dependent children, City employees, as opposed to the City, would pay for the benefits of such persons as City employees now pay for the health costs of their dependents.

2. Mr. Randall Smith of the Health Service System advises that the Department did not request Board of Supervisors approval and appropriation of funds for the actuarial study prior to the commencement of the study, because in order to implement the extension of eligibility by July 1, 1991, the Department needs the results of the actuarial study by March, 1991 to allow for open enrollment to occur in May of 1991. Mr. Smith further advises that the Board of Supervisors approved Resolution No. 975-90, which urges the Mayor to urge the Health Services System to conduct a study of the costs associated with the extension of benefits eligibility to domestic partners and dependent children.

Recommendation: Approve the proposed supplemental appropriation ordinance.

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Items 7 and 8 - Files 102-90-9 and 101-90-42

Department: Municipal Court

Items: Supplemental Appropriation Ordinance (File 101-90-42) to fund salary increases for 20 Municipal Court Judges and Traffic Referees.

Annual Salary Ordinance amendment (File 102-90-9) to effect salary increases for 20 Municipal Court Judges and three Traffic Referees.

Amount : \$50,322

Source of Funds: Reappropriation of Permanent Salaries in the Municipal Court's 1990-91 budget.

Description: Salaries for Municipal Court Judges are set by State law, based on a formula that provides increases comparable to the average rate of increase received by State employees. State law also ties Traffic Referees' salaries and salary increases to the salary increases received by Municipal Court Judges. Based on salary increases for State employees, Municipal Court Judges and Traffic Referees are due a 5.25 percent salary increase effective January 1, 1991.

The proposed ordinance to amend the 1990-91 Annual Salary Ordinance (File 102-90-9) would increase Municipal Court Judge and Traffic Referee salaries by 5.25 percent, as follows:

<u>Action</u>	<u>Positions</u>	<u>Classification</u>	<u>Monthly Salary Range</u>	<u>Annual Top Step Salary</u>
<u>Abolish Present Rates</u>				
Abolish	20	0200 Judge	\$7,180 - 7,180	\$86,160
Abolish	3	0250 Traffic Referee	3,950-5,744	68,928
<u>Create New Rates</u>				
Create	20	0200 Judge	\$7,557 - 7,557	\$90,684
Create	3	0250 Traffic Referee	4,157 - 6,046	72,552

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The proposed Supplemental Appropriation Ordinance (File 101-90-42) would fund the increased salaries and fringe benefits from January 1 through June 30, 1991 as follows:

Permanent Salaries

Municipal Court Judges	\$45,240	
Traffic Referees	<u>4,302</u>	
Total - Permanent Salaries		\$49,542

Retirement

Traffic Referees		<u>780</u>
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Total		\$50,322
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Comments:

1. Salary funding at the new rates beyond July 1, 1991 will be included in the Municipal Court's regular annual 1991-92 budget.
2. The funds to pay for the additional \$50,322 will come from excess Salary Savings in the Municipal Court's existing Permanent Salary budget.
3. The Municipal Court reports that the \$45,240 increase in Judges' salaries will be reimbursed by supplemental Trial Court Funding Act monies from the State.

Recommendation: Approve the proposed ordinances.

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Item 9 - File 161-91-1

Department: Chief Administrative Officer (CAO)
San Francisco Redevelopment Agency

Item: The proposed ordinance would:

- 1) Approve and authorize the execution and delivery of a 1991 project lease;
- 2) Approve and authorize the execution and delivery of a reimbursement agreement;
- 3) Approve the issuance of Series 1991 Refunding Lease Revenue Bonds by the San Francisco Redevelopment Agency;
- 4) Approve the official statement relating to the issuance of the bonds;
- 5) Authorize and ratify the execution and delivery of the bonds.

Amount: Up to \$70 million

Source of Funds: Refunding Lease Revenue Bonds, Series 1991.

Description: The proposed ordinance would approve and authorize the issuance of Refunding Lease Revenue Bonds for the purposes of refinancing the debt incurred in 1979 during the construction of the original Moscone Convention Center.

The CAO proposes to refinance the existing debt, consisting of lease revenue bonds issued in 1979, by reissuing new 10-year Lease Revenue Bonds and using existing surplus revenues and debt service reserves associated with the existing debt. The proposed refinancing is detailed as follows:

Proposed sale of Refunding Lease Revenue Bonds	\$60,600,000
Debt Security and surplus revenue reserves from 1979 Bond accounts	<u>24,300,000</u>
Total needed to refinance Moscone Convention Center debt	\$84,900,000

Of the \$60.6 million bond issue proposed for sale, ten percent or approximately \$6 million, is normally used to fund the debt service reserve account. The CAO proposes to use the approximately \$6 million as a contingency for the Moscone Center Expansion project against unforeseen cost increases or potential extraordinary claims made by the contractors. In

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place of the debt service reserve account funded from bond proceeds of the \$60.6 million bond issue, the CAO has reached an agreement with the Mitsubishi Bank, LTD, in which the bank would issue a letter of credit to cover the \$6 million reserve account. The proposed ordinance would authorize and execute a reimbursement agreement with the bank.

The City would pay for the new 1991 bonds by entering into a new project lease with the San Francisco Redevelopment Agency and making annual lease payments to the Redevelopment Agency from the Convention Facilities Fund (Hotel Tax revenues). The Redevelopment Agency would assign its lease payments to a trustee bank, which would then pay principal and interest to the bond holders. The proposed ordinance provides that lease payments shall not be greater than \$9,500,000 per year. Mr. Peter Miller of the CAO's Office advises that, given current capital market conditions and based on projections made by the bond underwriters, estimated annual lease payments will be \$9 million.

Comments:

1. Presently, the City pays \$9,500,000 in annual lease payments on the 1979 Moscone Convention Center lease. These lease payments are used to make payments on the existing 1979 bond issue. Based on the annual projected lease payments of \$9 million to pay off the new bond issue, the refinancing of the 1979 bond issue would result in an estimated savings to the City of approximately \$500,000 per year over the first nine years of the bond issue. The City pays a net cost of \$1,400,000 in the tenth year because the residual payment in the tenth year for the old bond issue is approximately \$7,600,000 (approximately \$9,000,000 less \$7,600,000 equals \$1,400,000). Over the ten years of the bonds, the projected accumulated annual savings is estimated at \$3,000,000 (approximately \$500,000 multiplied by nine years less \$1,400,000), with the present value of savings estimated at \$2,400,000.

2. Mr. Miller advises that the City would not proceed with the refinancing plan if the City cannot accrue a present value of savings of at least \$1,845,000, which does not include the present value of costs associated with the refinancing. Taking into account all costs and savings of the refinancing plan, the total net present value of the estimated savings that would be accrued from the refinancing of the 1979 bonds is approximately \$567,000.

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3. The CAO has hired an underwriting team to negotiate the refinancing of the 1979 bonds. The underwriting team is composed of Goldman, Sachs and Company, Pryor, McClendon, Counts and Company (MBE), Merrill Lynch, Smith, Barney, W.R. Lazard, Laidlaw, and Mead (MBE), and Perry Investments (WBE).

Recommendation: Approve the proposed ordinance.

Item 10 - File 62-91-1

Department: Recreation and Park Department

Item: Ordinance approving a lease for establishing two annual music festivals at Camp Mather, located in Tuolumne County.

Description: The proposed ordinance would approve a lease between the City and County of San Francisco through the Recreation and Park Department and Strawberry Music Inc. to establish and operate a three-day music festival during the Memorial Day weekend and a two-day music festival during the second weekend after Labor Day. The proposed lease would extend for five years commencing with the 1991 Spring Event and ending after the 1995 Fall Event. Camp Mather is a family camp owned by the City and County of San Francisco and operated by the Recreation and Park Department.

According to the lease, the City would be paid rent over the next five years based on the greater of the following two formulas:

MINIMUM RENTAL GUARANTEE

	<u>Spring Event (Memorial Day)</u>	<u>Fall Event</u>	<u>Total Annual</u>
1991	\$30,100	\$22,500	\$52,600
1992	30,100	25,000	55,100
1993	35,100	27,500	62,600
1994	35,100	30,000	65,100
1995	<u>40,100</u>	<u>32,500</u>	<u>72,600</u>
Total	\$170,500	\$137,500	\$308,000

PERCENTAGE RENT

Spring Event (Memorial Day)

12 percent of the first \$350,000 of gross ticket receipts, 14 percent of all ticket receipts above \$350,000 and eight percent of all cabin fees.

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Fall Event

1991 & 1992	10 percent of gross ticket receipts
1993, 1994, & 1995	10 percent of first \$300,000 of ticket receipts and 12 percent of the ticket receipts over \$300,000
All Years	Eight percent of all cabin rental fees

In addition the lessee, Strawberry Music Inc., will perform services such as reseeding of the "Wildflower Meadow" at Camp Mather, brushing debris and undergrowth at Camp Mather, and producing and distributing brochures for Camp Mather. These in-kind services are estimated by the Recreation and Park Department to be valued at \$57,500 during the five-year period of this lease. The lessee is responsible for paying utilities and repairing any damages incurred during the events.

The lease requires Strawberry Music Inc. to procure and maintain Workers Compensation Insurance, Comprehensive General Liability Insurance, Comprehensive Automobile Liability Insurance, and Property Insurance on buildings and fixtures.

Strawberry Music Inc. would also reimburse the City for the salaries and fringe benefits for each City employee assigned to the Strawberry Music Inc. during the events.

Comments:

1. Mr. Ernie Prindle of the Recreation and Park Department reports that both events would take place during Camp Mather's off-season.
2. Mr. Prindle reports that Camp Mather grossed \$700,000 during the 10-week season in 1990 or an average of \$10,000 per day.
3. The Recreation and Park Department issued a Request For Proposal (RFP) for the proposed lease. Two firms, Strawberry Music Inc. and Robin Tylor Productions, responded to the RFP with bids. Strawberry Music Inc. bid for the Memorial Day weekend, Labor Day weekend, the Camp store, and the second weekend after Labor Day. Strawberry Music had the only bid for Memorial Day weekend and the second weekend after Labor Day and Robin Tylor Productions had the highest bid for Labor Day weekend and the Camp store.
4. The previous lease with Strawberry Music Inc. from 1986 through 1990 was for Memorial Day weekend and Labor Day weekend. In 1990 the required minimum rental guarantee

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was \$55,000 or \$2,400 less than is proposed in 1991. In addition, the lease included the use of the Camp Mather store for the two events and the 10-weeks during the regular Camp Mather season with a fee payable by Strawberry Music Inc. to the City of 8.5 percent of gross revenues. Cabin fees were not included in the previous lease. The rent collected in 1990 was \$29,954 or 12 percent of gross receipts for the Spring Event and \$34,669 or 12 percent of gross receipts for the Fall Event. The store fee was \$12,201 in total for both events and the 10-weeks during the regular Camp Mather season. Total revenue collected in 1990 was \$76,824. The proposed lease does not include use of the Camp store and the Fall Event would not take place on Labor Day weekend. Although Mr. Prindle was unable to provide estimates for the total rent to be paid to the City for 1991 under the proposed lease, he expects such total rents to be slightly more than the minimum rental guarantee of \$52,600. The total estimated revenue from the proposed lease does not include the rent from the Labor Day music festival or the revenue from the Camp store, which were included in the previous lease.

5. Although the subject of a separate forthcoming lease, which will require Board of Supervisors approval, Mr. Prindle reports that the Recreation and Park Commission has given its approval to lease Camp Mather during Labor Day weekend to Robin Tylor Productions for another music festival. The Recreation and Park Commission has also given its approval to lease the camp store to Robin Tylor Productions during the 10-week Camp season as well as the Memorial Day, Labor Day, and the Fall Events.

6. Ticket prices and cabin rates for the two events would be part of the Plan of Operation that the Strawberry Music Inc. lessee must submit to the Recreation and Park Commission 120 days prior to the first day of each event for Commission approval. Tentative ticket prices for the two events were submitted by the Strawberry Music Inc. as part of their bid and are as follows:

4-Day (includes camping Thurs-Sun)	\$85
3-Day (includes camping Fri-Sun)	75
Child camping ticket	40
Adult single day	25
Child single day	10
Child under 5	free

7. Camp Mather has cabin sleeping space for 400 persons. As part of the proposed lease, the Strawberry Music Inc. would rent these cabins to festival participants at a rate that would be disclosed in their Plan of Operation.

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8. According to the proposed lease, the number of persons allowed in Camp Mather per day cannot exceed a maximum of 4,000 multiple-day participants camping, plus 2,000 single day participants. This maximum number allowed has decreased from the previous lease which allowed a maximum of 5,500 multiple-day participants plus 650 single-day participants plus provisions for more participants during Memorial Day weekend.

Recommendation: Approve the proposed ordinance.

Item 11 - File 64-91-1

Departments: Public Library
Real Estate

Item: Resolution authorizing a new lease of real property

Location: 1528 Fillmore Street (entire first floor)

Purpose of Lease: To house the Library for the Blind

Lessor: Gary W. Pasquinelli, as Trustee for the Pasquinelli-Honig Family Trust

**No. of Sq. Ft. and
Cost per Month:** 3,708 sq. ft. @ \$1.04 sq. ft./month = \$3,856

Annual Cost: \$46,272

Term of Lease: The lease would commence upon approval of the Board of Supervisors or as soon thereafter as renovations are completed and would end on December 31, 1991 at the earliest or no later than twelve months after the date that the City takes possession of the property.

**Utilities and
Janitorial Services:** Paid for by the City

Source of Funds: 1988 Library Bond Funds

Comments: 1. The Real Estate Department reports that the Library for the Blind is currently housed in the Presidio Branch Library at 3150 Sacramento Street. According to Ms. Kathy Page of the Library, the Presidio Branch is tentatively scheduled to be closed as of March 23, 1991, for major renovations which are estimated to take approximately one year to complete. These renovations are part of the Branch Library Renovation Program funded with the 1988 Library Bond Fund proceeds. The proposed renovations include (1) seismic upgrading (i.e., replacing the roof, reinforcing exterior walls and bolting shelving to floor), (2) remodeling of bathrooms to make them handicapped accessible and (3) upgrading electrical wiring. As such, it will be necessary for the Library for the Blind to relocate during the renovation period in order to continue to provide service to blind persons living in San Francisco.

2. Ms. Page reports that the Library was advised by the City Attorney that since the relocation of the Library for the Blind is required in connection with the renovation of the Presidio Branch Library, the 1988 Library Bond Funds can be legally used as a source of funds to pay for the proposed lease.

3. Under the proposed lease, the lessor has agreed to provide certain tenant improvements, including electrical wiring, painting and floor covering, at no cost to the City.

4. The Real Estate Department advises that the proposed site at 1528 Fillmore Street has good public transportation access and will be handicapped accessible.

5. The Real Estate reports that the proposed rental amount of \$1.04 per square foot for the 1528 Fillmore Street space represents the fair market value of the property.

Recommendation: Approve the proposed resolution.

Item 12 - File 78-91-1

1. The proposed resolution would authorize the Health Service Board of the City and County Employees' Health Service System to set the City's 1991-92 monthly contribution to the Health Service System Fund at \$162.73 for each eligible active employee (\$1,952.76 annually). The employees' contribution rates are determined after the City's contribution rate is set.

2. The Health Service Board is required by Charter Sections 8.423 and 8.428 to survey the ten most populous counties in the State excluding San Francisco to determine the average amount being contributed toward an employee's medical care insurance exclusive of dental and optical care insurance. The survey indicates that the average per employee contribution of these ten counties for 1990-91 is \$162.73 per month (\$1,952.76 annually), as compared to the City's current contribution of \$142.24 (\$1,706.88 annually). The proposed resolution would establish \$162.73 as the monthly per employee contribution to be made in 1991-92 by the City and County, the San Francisco Unified School District and the Community College District. The new rate would represent an increase of 14.4 percent over the amount currently contributed.

3. The estimated City and County contribution for active members during 1990-91 is \$38.6 million. Based on the current membership in the System of 22,619 active employees, approximate total contributions for 1991-92 would be \$44.2 million, including an estimated \$27.5 million in General Fund monies. The contribution increase authorized by this resolution would thus amount to approximately \$5.6 million in additional annual expenditures.

Comments

1. The City contribution for health care in 1991-92 is equal to the average amount contributed by the ten most populous counties in the State during 1990-91. As a result, given the likelihood that those counties will increase their contributions in 1991-92, the City contribution will in fact be less than the average actual coverage provided by those ten counties. However, because the Health Service System is required by the Charter to collect the comparative data before January of each year, the System does not set its 1991-92 rates based on the actual 1991-92 rates of these other jurisdictions.

2. The Health Service System indicates that the ten surveyed counties contributed an average of \$261.71 per month for an employee and one dependent and an average of \$296.36 per month for an employee and two or more dependents. San Francisco does not contribute anything for dependent health care coverage.

Recommendation

Approve the proposed resolution.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 13 - File 96-91-2

Department: Real Estate

Item: Resolution authorizing the City to acquire an option to purchase certain air rights from the Society of California Pioneers above their building.

Location: 456 McAllister Street, Assessor's Block 766, Lot 4

Description: The proposed resolution is intended to enable the construction of a new office building containing approximately 210,000 square feet on the City-owned property at the Northwest corner of Polk and McAllister Streets (See attached map). Mr. Tony DeLucchi of the Real Estate Department reports that a Request for Qualifications has been issued as the first step in preparing for the construction of the new building. According to Mr. DeLucchi, the proposed new six story building would be used for City offices, allowing for expansion of some offices currently in the adjacent overcrowded City-owned City Hall Annex located at 450 McAllister Street and in the City-owned Traffic Engineering Building located at 460 McAllister Street and for relocation of other City employees currently occupying space in various rented facilities, including those at 25 Van Ness Avenue.

The Society of California Pioneers owns the two-story building located at 456 McAllister Street between the City-owned buildings at 450 and 460 McAllister Street. Mr. DeLucchi further advised that if the air rights to the Society of California Pioneers building could be obtained, the City could construct connecting office space between the Traffic Engineering Building and the City Hall Annex, thereby providing single floors running the entire length of the four buildings (including the proposed new building), from the fourth floor and above, totalling 33,000 square feet per floor in order to facilitate large office requirements on the same floor.

The Real Estate Department has been negotiating with the Society of California Pioneers to obtain the air rights to their building at 456 McAllister and is proposing to purchase an option, at a cost of \$28,800 (eight percent of the \$360,000 purchase price), to acquire the air rights within one year at a cost of \$365,000 (\$360,000 purchase price plus \$5,000 escrow fees). According to Mr. DeLucchi, these amounts are the fair market value.

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The proposed \$28,800 purchase of an option, in order to allow the future acquisition of the air rights within one year, would freeze the purchase price of the air rights at \$360,000 and would allow the time necessary to determine the feasibility of such a project, according to Mr. DeLucchi.

Mr. Calvin Malone of the City's Capital Improvement Advisory Committee reports that the construction of a new City-owned office building at the Northwest corner of Polk and McAllister Streets and the construction of office space utilizing the air rights over the Society of California Pioneers building at 456 McAllister Street is consistent with the Development Program for the Civic Center previously approved by the Board of Supervisors in December of 1987 (Resolution 1,125-87).

The Department of City Planning has also determined that the acquisition of the option to purchase the proposed air rights are in conformity with the City's Master Plan and consistent with the eight priority policies of Planning Code Section 101.1.

Comments:

1. According to Mr. DeLucchi, the proposed new building at the Northwest corner of Polk and McAllister Streets is still in a conceptual stage and, therefore, details of the proposed new building are preliminary and subject to change. Mr. DeLucchi anticipates that the proposed building would contain six floors and a basement, having a total area of approximately 210,000 square feet. He advised that the basic building, before adding tenant improvements and any other special features, would cost an estimated \$26 to \$32 million. Mr. DeLucchi indicates that Lease Revenue Certificates of Participation is a possible financing mechanism, subject to voter approval. Mr. DeLucchi has not estimated the amount of rent savings possible that would result from relocating City offices from rented space to the proposed new building.

2. Mr. Malone states that an alternative to purchasing the Society of California Pioneers air rights would be to purchase the Society of California Pioneers building. However, Mr. Malone recommends purchasing the proposed one-year option to acquire the air rights in order to allow the City sufficient time to consider all alternatives. Mr. DeLucchi also recommends the proposed purchase of the one-year option to acquire the air rights.

3. At the end of the one-year option period, the City would have three alternatives: (1) to not pursue the construction of

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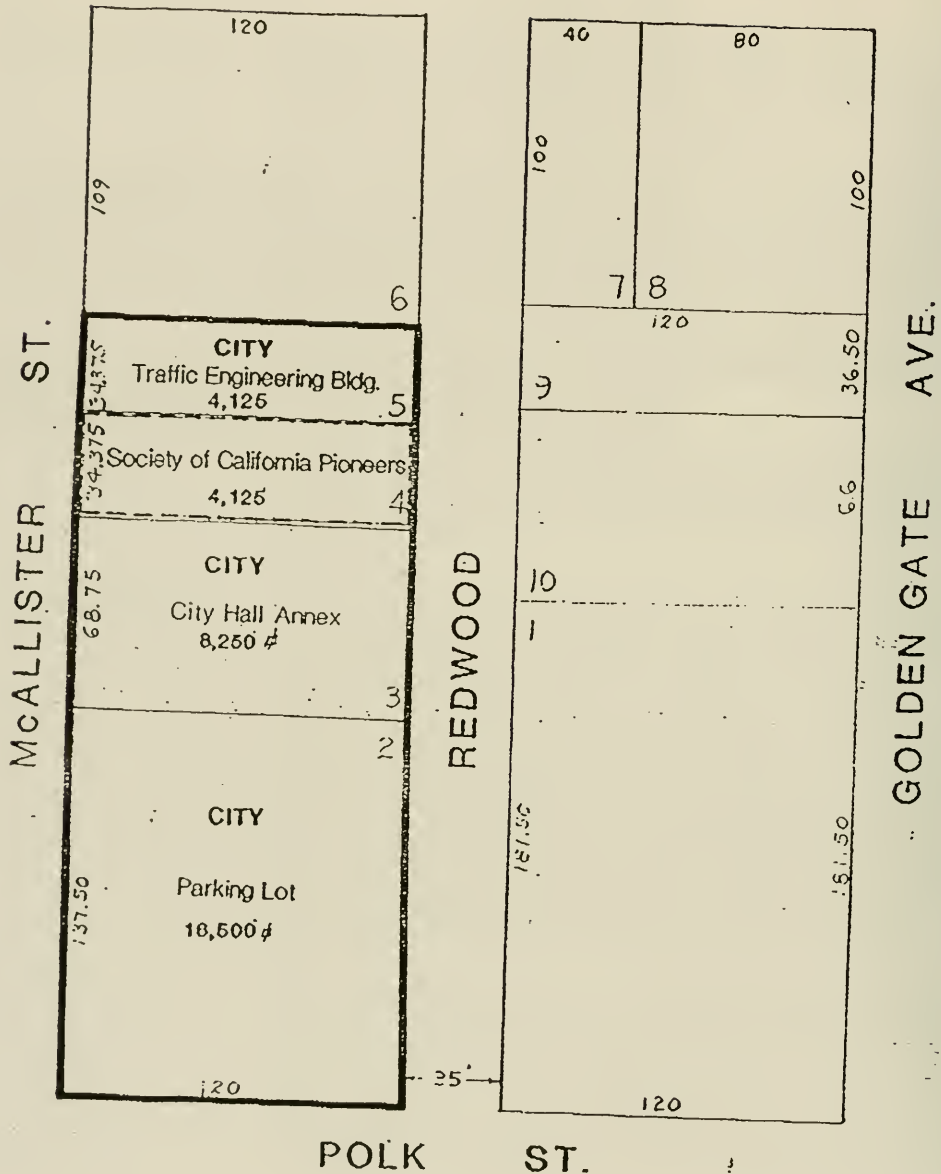
the building at this site and relinquish the option on the air rights; (2) to execute an agreement with the Society of California Pioneers to purchase the air rights for \$360,000; or (3) to extend the option period for one more year at a cost of another \$28,800.

4. On January 30, 1991, the Finance Committee approved a supplemental appropriation ordinance for \$28,800 from the General Fund to purchase the proposed one year option to acquire air rights at 456 McAllister Street. This ordinance is currently pending before the Board of Supervisors. The proposed resolution would enable the City to acquire the one-year option for air rights with these funds.

Recommendation: Based on the Board of Supervisors initial approval of the funds to purchase the one-year option, approve the proposed resolution to authorize the option to purchase air rights at 456 McAllister Street.

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VAN NESS AVE.



Property Owned in Fee by City 28,875 sq. ft.

Lot 4 Air Rights above City Datum Elevation $\pm 90'$ 4,125 sq. ft.

TOTAL AREA 33,000 sq. ft.

SCALE: 1" = 50'

REAL ESTATE DEPARTMENT
CITY and COUNTY of SAN FRANCISCO
25 VAN NESS AVENUE, Ste. 400
SAN FRANCISCO CA 94102

Item 14 - File 146-91-9

Department: Department of Public Health (DPH), Homeless Program

Item: Resolution authorizing the DPH, as subgrantee, to apply for a continuation Federal grant and provide for matching funds up to \$375,000.

Grant Amount: \$750,000

Source of Funds: Federal Public Health Services, McKinney Homeless Assistance Grant

Grant Period: May 1, 1991 through April 30, 1992

Project: Health Care for the Homeless

Project Description: The proposed grant would fund the City's share of a collaborative effort between the DPH, which is the subgrantee, and the San Francisco Community Clinic Consortium (SFCCC), prime grantee. Since 1988 the program has been providing comprehensive primary health care, social services, and substance abuse services to homeless persons in San Francisco through a network of eight community-based health clinics, including the City-operated Tom Waddell Clinic.

Project Budget: As of the writing of this report, the DPH was unable to provide a detailed budget.

Comments:

1. Mr. Fred Milligan reports that the DPH budgeted the \$375,000 for the local matching funds in their 1990-91 budget.
2. Mr. Milligan further reports that budget details will be submitted when the DPH returns to the Board of Supervisors requesting authorization to accept and expend the proposed grant.
3. The Department believes that the proposed resolution is a letter of intent and therefore does not require a "Summary of Grant Request" attachment. As such, the Department did not provide a "Summary of Grant Request" for this proposed grant.

Recommendation: Approve the proposed resolution to authorize the DPH, a subgrantee, to apply for the Federal continuation grant and provide for existing matching funds up to \$375,000.

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Item 15 - File 146-91-10

Department: Department of Public Health (DPH)
Family Health Bureau

Item: Resolution authorizing the Department of Public Health to accept and expend a new State grant

Grant Amount: \$214,284

Source of Funds: State Department of Health Services, Maternal Child Health Branch

Grant Period: January 1, 1991 through June 30, 1993 (2.5 years)

Project: Black Infant Health Improvement Project

Project Description: The Board of Supervisors previously authorized the DPH to apply for the proposed grant in December 1990 (File 146-90-93). The proposed grant funds would be used to fund a project aimed at improving Black infant health for residents of San Francisco. The following project services would be provided to Black pregnant and post-partum women and their families: outreach services; referral services, (i.e., to appropriate prenatal treatment, pediatric care, family planning and social services); educational services; and follow-up and support services. Additionally, the project would (1) maintain a database for analysis of Black infant health indicators, (2) prepare a report on Black infant health for distribution to providers, community organizations and the projects' target population, (3) establish a Black infant health task force, to assess needs and gaps in services and prepare an action plan, (4) sponsor two community forums/events to increase community awareness on issues related to Black infant health, and (5) establish a community-based support center to increase Black women's access to care through education, support, and direct linkages with DPH and related services in the community. A community-based service or advocacy organization would be identified and contracted with to establish and run the "Community Support Center".

No. of Persons to be Served: A minimum of 215 women and their infants
A minimum of 200 women of childbearing age

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Project Budget: The following project budget is for 2.5 years:

Personnel (.5 FTE)	\$59,442	
Fringe Benefits	<u>16,643</u>	
Subtotal		\$76,085
Materials & Supplies	11,182	
Training	1,600	
Travel-mileage	2,700	
Equipment	8,717	
Contractual		
Community Support		
Center/Workers	<u>114,000</u>	
Subtotal		\$138,199
Total		\$214,284

Required Match: None

Indirect Costs: None

Comments:

1. The \$8,717 budgeted for equipment consists of the following purchases and/or rentals for the Community Support Center: refrigerator, telephone, stove, washer and dryer, typewriter, VCR and monitor, beepers and an answering machine. Ms. Virginia Smyly of the DPH reports that these purchases and/or rentals would be used to help bring women into the Center as well as to operate the Center.
2. The \$11,182 budgeted for materials and supplies would be spent by DPH for the Community Support Center and for project related activities at DPH. The \$2,700 budgeted for travel would be used to transport clients, Center and DPH staff. The \$1,600 budgeted for training would be spent to train the DPH staff person.
3. Ms. Smyly reports that the DPH has received notification from the grantor that the grant award is \$214,284. Although the grant period began January 31, 1991, the Department is not incurring expenditures against the proposed grant funds.
4. Ms. Smyly reports that a RFP will be issued through the DPH to acquire contract services to establish and run the Community Support Center. As such, the Department cannot, at this time, identify the specific organization(s) that will be included in the contract. Therefore, the Budget Analyst recommends that the proposed \$114,000 earmarked for the contractual services for the Community Support

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BUDGET ANALYST

Center should be placed on reserve until the Department can identify the specific nonprofit organization(s) to be contracted with and the amounts to be allocated to such organizations. Once the Department can provide this information, the reserve for the \$114,000 can be released by the Board of Supervisors.

5. The DPH advises that in the event this State grant is terminated, the grant positions would also be terminated unless alternative grant funding could be identified.

6. Indirect costs are not allowed by the grantor. As such, no funds will accrue to the General Fund for indirect costs associated with this grant project.

7. Attached is the Health Commission's "Summary of Grant Request", as prepared by DPH for the proposed grant funds.

Recommendation: Amend the proposed resolution to reserve the \$114,000 for contractual services pending Departmental identification of specific organization(s) to be contracted with and the amounts to be allocated to the various contractors. Approve the proposed resolution as amended.

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Grantor State DHS, MCH Branch
 Contact Person Maria Cornejo
 Address 714 P Street, Room 740
Sacramento, CA 94234-7320

Division CPHS
 Section Family Health Bureau
 Contact Person Virginia Smyly
 Telephone 554-2575
 Application Deadline December 5, 1990
 Notification Expected N/A

Amount Requested \$ 214,284
 Term: From Jan 1991 To June 1993

Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) ~~XXXXXX~~ a (new) ~~(XXXXXX)~~ (allocation) ~~(XXXXXX)~~
 grant in the amount of \$ 214,284 from the period of Jan 1991 to June 1993
 to provide services to improve Black infant health services.

II. Summary: (Concise summary of need, objectives, number of groups served, services, and providers)

The State DHS has identified Black infant health as a priority issue for 14 counties; SF is one identified with a high rate of infant mortality and low birthweight for Blacks. The project will target high-risk areas with intensive case finding, community and hospital/clinic-based case management and services. A community forum will be organized to plan and conduct community awareness and coalition building for improved Black infant health.

III. Outcomes/Objectives:

215-265 women will be referred to appropriate services and followed up. Approximately 35 pregnant or post-partum women will receive support services through a patient advocate. At least 200 women will receive educational services at a community-based site.

IV. Effects of Reduction or Termination of These Funds:

It is likely that the health of Black infants and their families will continue to be poor or worsen if no services and actions are taken to educate, support and connect them to already available health and social services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	N/A	N/A	\$214,284	N/A	N/A	
Personnel			76,085			
Equipment			8,717			
Contract Svc.			114,000			
Mat. & Supp.			11,182			
Facilities/Space			-0-			
Other			4,300			
Indirect Costs			-0-			

VI. Data Processing

(See included forms)

-0-

VII. Personnel

	N/A	N/A	1.0	N/A
F/T CSC				
P/T CSC				
Contractual			.5	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?
 No.

VIII. Contractual Services: Open Bid XX Sole Source _____ (If sole source, attach Request for Exception Form)

Item 16- File 146-91-11

Department: Department of Public Health (DPH),
AIDS Office

Item: Resolution authorizing the Department of Public Health to accept and expend an augmentation to a continuation State grant under the 1990-91 Master Grant Agreement

Grant Amount: \$54,987

Source of Grant: California Department of Health Services, Office of AIDS

Grant Period: July 1, 1990 through June 30, 1991

Project: AIDS Pilot Care Project

Project Description: The Board of Supervisors previously authorized the DPH to apply for, accept and expend a State Grant in the amount of \$497,612 to fund the second year of the AIDS Pilot Care Project component of a Master Grant Agreement between the State Office of AIDS and DPH (File 146-90-77). The Master Grant Agreement was established by the State Office of AIDS in February, 1989 to consolidate the City's various AIDS-related programs. The proposed State allocation would augment this second year of funding for the AIDS Pilot Care Project.

The AIDS Pilot Care Project continues to provide case-management and coordination of home and community-based care by public health nurses for persons with AIDS or ARC. These project services are provided to persons with AIDS or ARC whose care can be managed at home under their physician-directed medical care plan. The DPH continues to be responsible for providing direct client services and for monitoring and administering the AIDS Pilot Care Project. In addition, the DPH contracts with Pacific Presbyterian Medical Center's Visiting Nurses and Hospice of San Francisco to provide direct client services. The proposed grant augmentation of \$54,987 would enhance these services by improving the quality of care to existing clients.

No. of Persons to be Served: 75 Unduplicated clients per month

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Project Budget:	<u>Original Grant Budget</u>	<u>Grant Augmentation</u>	<u>Total Budget</u>
<u>Personnel</u>	7.0 FTE	.75 FTE	
Salaries	\$301,102	\$14,146	\$315,248
Fringe Benefits	80,244	4,610	84,854
<u>Operating Expenses</u>			
Travel (Mileage)	5,000		5,000
Client Transportation	4,000		4,000
Equipment	500		500
Materials & Supplies	1,500		1,500
Medical Supplies		750	750
Communication	1,000		1,000
Postage & Federal Express	1,205		1,205
Reproduction	250		250
Client Insurance	5		5
<u>Contractual Services</u>			
Pacific Presbyterian Medical Center, Visiting Nurses and Hospice of San Francisco	64,671	33,606	98,277
<u>Indirect Costs</u>	<u>38,135</u>	<u>1,875</u>	<u>40,010</u>
Total	\$497,612	\$54,987	\$552,599

Required Match: None

Indirect Cost Rate: 10 percent of personnel costs.

- Comments:**
1. Mr. Tim Piland of the DPH advises that the Department is continuing to contract with Pacific Presbyterian Medical Center's Visiting Nurses and Hospice of San Francisco on a sole source basis, due to the need for continuity and the uniqueness of the services provided.
 2. The proposed grant augmentation did not require an application from DPH. Therefore, the DPH did not request authorization from the Board of Supervisors to apply for the proposed grant augmentation.
 3. Mr. Piland reports that Department has not incurred expenditures against the proposed grant augmentation.

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Therefore, the proposed legislation does not have to be approved retroactively.

4. The proposed augmentation of \$54,987 would make the grant total \$552,599 for fiscal year 1990-91 which is \$42,581 or approximately eight percent more than the grant amount of \$510,018 received in fiscal year 1989-90.

5. The DPH advises that if grant funding is terminated or reduced in the future, project staff would be terminated or reduced accordingly. As reflected above, the proposed grant augmentation funds would provide an additional .75 FTE staff to the Department.

6. Attached is the Health Commission's "Summary of Grant Request" as prepared by DPH for the proposed grant augmentation.

Recommendations: Approve the proposed legislation to authorize the DPH to accept and expend the grant augmentation.

Item No. Her Commission - Summary of 11/10/90
 Department of Health Services
 Grantor Office of AIDS
 Contact Person Wayne Saucedo
 Address 744 P Street
Sacramento, CA 95814
 Amount Requested \$ \$54,897
 Term: From (7-1-90) To 6-30-91
 Health Commission 1-8-91 Board of Supervisors: Finance Committee _____
 Full Board _____

Division - CO/AIDS Div
 Section AIDS Office
 Contact Person Tim Piland/V. K. Mudie
 Telephone 554-9132 554-9039
 Application Deadline n/a
 Notification Expected n/a

I. Item Description: Request to ~~(apply for)~~ (accept and expend) a ~~(new)~~ ~~(continuation)~~ (allocation) (augmentation) to a grant in the amount of \$ 54,987 from the period of (7-1-90) to 6-30-91 to provide AIDS Pilot Care Project component of MGA 90-91 services.
 (Circle appropriate words)

II. Summary: (Context/history; need addressed; number & groups served; services and providers)

These augmentation funds will be used to enhance the current activities of the AIDS Pilot Care Project which includes AIDS case-management and home-based care coordination by public health nurses for People with AIDS or ARC.

III. Outcomes/Objectives:

The funds will be used to further the goal of the project to allow people with AIDS or debilitating ARC to have their care managed at home under their physician-directed medical care plan.

IV. Effects of Reduction or Termination of These Funds:

Loss of this augmentation allocation would impair the ability of the project to achieve its goal for 75 unduplicated clients per month; specifically, most of these funds will be used contractually to enhance services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Reo. Match	Approved by
Grant Amount		497,612	54,987	+54,987	N/A	
Personnel		381,346	18,756	+18,756		
Equipment		500	0	+ 0		
Contract Svc.		64,671	33,606	+33,606		
Mat. & Supp.		1,500	750	+ 750		
Facilities/Space		0	0	+ 0		
Other		11,460	0	+ 0		
Indirect Costs		38,135	1,875	+ 1,875		

VI. Data Processing

(costs included above)

VII. Personnel

F/T CSC		6.75	0.75	+0.75
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?

No.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)
 Contractual funds will be used to enhance existing Pilot Care Project contracts.

Item 17 - File 146-91-12

Department: Department of Public Health (DPH)
Community Substance Abuse Services

Item: Resolution to accept and expend a subvention State grant

Grant Amount: \$3,339,619

Source of Grant: State Department of Alcohol and Drug Programs

Grant Period: January 31, 1991 through June 30, 1991.

Project: Substance Abuse Client Waiting List Reduction

Project Description: The Board of Supervisors previously approved a resolution authorizing the DPH to apply for, accept, and expend \$5,936,144 in State grant funds (File 146-89-62) for the Substance Abuse Client Waiting List Reduction project for the period of December 31, 1989 through December 31, 1990. The purpose of that grant was to help 11 community-based agencies and one City-operated agency reduce their waiting lists for residential, outpatient counselling and drug detoxification, and methadone maintenance services. The proposed grant subvention would extend funding to the same 11 community-based and one City-operated substance abuse treatment programs for the period from January 31, 1991 through June 30, 1991 to continue the Substance Abuse Client Waiting List Reduction program. The proposed State grant subvention funds have recently become available through a Federal subvention which restricts awards of this grant to existing State- and City-approved substance abuse treatment providers with waiting lists.

The 11 community-based agencies and one City-operated agency would use the grant funds to expand residential, outpatient counselling and drug detoxification, and methadone maintenance services to accommodate approximately 873 additional client slots. A client slot is a measure of service capacity, such as the availability of a bed in a residential facility. Each of the 11 community-based agencies and the one City-operated agency currently provides substance abuse treatment services for the City on a contractual basis. The 11 community-based agencies and one City-operated agency included in the State grant application are listed below:

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BUDGET ANALYST

Project Budget:

**Grant Amount
Requested**

Asian American Recovery Services	\$76,214
Baker Places	120,564
Bay Area Addiction Research & Treatment (BAART) - Geary	169,288
Bay Area Addiction Research & Treatment (BAART) - Townsend	169,288
Chemical Awareness & Treatment (CAT) - Redwood Center	130,000
Bayview Hunter's Point Foundation Methadone	165,852
Bayview Hunter's Point Foundation Youth	66,495
Bayview Hunter's Point Foundation 18th St. Services	56,703
Bayview Hunter's Point Fdn Center for Problem Drinkers	15,575
Haight Ashbury Free Clinics Outpatient Drug Detox	550,464
Haight Ashbury Free Clinics Smith House	48,622
Liberation House	47,092
UCSF/PACE at Ward 93/SFGH	80,302
Walden House	1,487,985
Westside CMH/Inner City	48,543
Women's Inst. for Mental Health	39,222
Tom Smith Substance Abuse Treatment Center	<u>67,410</u>
Total	\$3,339,619

Indirect Costs: None

Required Match: None

Comments: 1. The proposed grant subvention funds did not require an application. Therefore, the proposed resolution does not include authorization from the Board of Supervisors to apply for the proposed grant subvention, and only includes authorization to accept and expend the proposed grant funds.

2. The grantor does not permit indirect costs. As such, no funds would accrue to the General Funds for indirect costs associated with this grant project. However, Mr. Wayne

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Clark of the DPH reports that DPH is allowed to spend part of State block grant funds allocated to DPH for DPH administration.

3. The original Waiting List Reduction Grant awards were based on each individual agency's application being submitted directly to the State. Therefore DPH did not conduct a formal Request-For-Proposal (RFP) process. The proposed subvention from the State would be awarded to the same 11 agencies which were previously funded under the prior grant.

4. Mr. Clark reports that the DPH has received notification from the State that the amount of the grant subvention award is \$3,339,619. Mr. Clark further reports that although the grant period began January 31, 1991, the Substance Abuse Client Waiting List Reduction project is not currently incurring expenditures against the proposed grant funds.

5. Attached is the Health Commission's "Summary of Grant Request" as prepared by the DPH.

Recommendations: Approve the proposed State subvention grant.

Application	Deadline	<u>N/A</u>
Notification	Expected	<u>1/1/91</u>

Full Board

II. Summary: (Country/Territory; board addressed; number + groups served; services and providers)
Please refer to Page 1b attached.

III. Outcomes/Objectives:
Please refer to Page 1b.

IV. Effects of Reduction or Termination of These Funds:
Please refer to Page 1b.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	N/A	5,936,144	3,339,619	2,596,525	N/A	N/A
Personnel		-0-	-0-	-0-		
Equipment		-0-	-0-	-0-		
*Contract Svc.		5,936,144	3,339,619	2,596,525		
Mat. & Supp.		-0-	-0-	-0-		
Facilities/Space		-0-	-0-	-0-		
Other		-0-	-0-	-0-		
Indirect Costs		-0-	-0-	-0-		

VL Data Processing

(costs included above)

VII. Personnel

F/T CSC	<u> </u>	<u>N/A</u>	<u>N/A</u>	<u> </u>	<u> </u>
P/T CSC	<u> </u>	<u>N/A</u>	<u>N/A</u>	<u> </u>	<u> </u>

Contractual: All Contract staff are detailed in budgets for renewal contracts and modifications which are reviewed by the Health Commission.

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Not Applicable

Will grant funded employees be retained after this grant terminates? If so, How?

No; employees funded through this State subvention, if any, will have employment terminated if no other grant funds are available to continue services.

*VIII. Contractual Services: Open Bid _____ Sole Source X (if sole source, attach Request for Exemption Form)

Authorizing DPH/CSAS to accept and expend a subvention/augmentation/continuation from the State of California, Department of Alcohol and Drug Programs in the amount of \$3,339,619 to reduce client waiting lists for substance abuse treatment services.

II. Summary:

This is a State of California, Department of Alcohol and Drug Program augmentation and extension of the Waiting List Reduction Grant to reduce client waiting lists for substance abuse treatment services. The original Waiting List Reduction Grant was approved by the Health Commission and Board of Supervisors, File No. 146-89-62, Res. No. 820-89. Under the terms of the original grant, each interested substance abuse treatment agency completed and submitted its own request for funds through the Department's Community Substance Abuse Services.

The State of California chose to subvene funds to extend these services through June 30, 1991. Its most recently revised fund allocation letter shows \$ 1,634,491 allocated to date. The State's Department of Alcohol and Drug Programs has informed CSAS that this amount will be increased to \$ 3,339,619 to continue services through June 30, 1991.

✓ No indirect costs are permitted for these funds. However, for the Commission's and Board's consideration the Department is allowed to spend 10% of the State's block grant funds on administration.

The original Waiting List Reduction Grant awards were based on each individual agency's application and therefore could not be subjected to a formal request-for-proposals (RFP). This subvention from the State is awarded only to those same agencies which require funds for continuation of services.

III. Outcomes/Objectives:

It is the City's and State's objective to reduce client waiting lists for substance abuse treatment services at various treatment agencies which have been unable to provide services to potential clients within 30 days of application for admission.

IV. Effects of Reduction or Termination of These Funds:

Should these funds be reduced or terminated, the additional services provided by each agency will be proportionately reduced or terminated.

Item 18 - File 172-91-1

Department: Department of Public Health (DPH),
Community Substance Abuse Services (CSAS)

Item: Resolution authorizing the Department of Public Health to enter into an agreement with the State of California, Department of Rehabilitation.

Program: Vocational Rehabilitation Services

Agreement Period: July 1, 1990 through June 30, 1991

Description: Under the proposed agreement between the City and the State Department of Rehabilitation (DOR), the State DOR provides vocational rehabilitation services including referral and counseling services to residents of San Francisco who are alcohol abusers involved in alcohol treatment programs funded by CSAS. The State Department of Alcohol and Drug Programs (ADP) mandates that these services be provided to San Francisco residents that are identified by CSAS as recovering alcoholics.

The total cost of the vocational rehabilitation services is \$192,326. Of the \$192,326, the State DOR funds 77% (\$148,091). The balance of \$44,235, includes a \$40,479 grant from ADP and \$3,756 required as a City match to the State ADP grant. Funding for the total cost of the vocational rehabilitation services is outlined below:

	<u>Amount</u>	<u>Percentage</u>
State Department of Alcohol and Drug Programs (ADP) grant to the City	\$40,479	21
Required City's Match to State ADP grant	<u>3,756</u>	<u>2</u>
Subtotal	\$44,235	23
State Department of Rehabilitation Funding	<u>148,091</u>	<u>77</u>
Total Program Cost	<u>\$192,326</u>	<u>100</u>

Program Budget:	Personnel (2.94 FTE)	\$86,589
	Fringe Benefits	27,579
	Operating Expenses	62,077
	Overhead	<u>16,081</u>
	Total	\$192,326

This \$192,326 is to be administered and expended entirely by the State Department of Rehabilitation for the provision of vocational rehabilitation services provided to San Francisco residents.

**No. of Persons
To Be Served:**

301 unduplicated clients

Comments:

1. Mr. Wayne Clark of the DPH reports that the required City's match of \$3,756 has been budgeted in the DPH 1990-91 budget.

2. This proposed agreement became effective July 1, 1990. Mr. Michael Hart of DPH reports that this request is submitted at this time because the Board of Supervisors authorized the DPH in April 1990, through a prior resolution (File 30-90-3), to extend certain one-year health services contracts for FY 1990-91 on an interim month-to-month basis pending the Controller's certification of the contract renewals or December 31, 1990, whichever date was earlier. As a result of this prior resolution, the proposed agreement was extended through December 31, 1990. Mr. Hart further reports that the State Department of Rehabilitation has continued to incur expenditures for the project since December 31, 1990.

3. Mr. Hart advises that the authorization to enter into this agreement with the State of California, Department of Rehabilitation should be retroactive to July 1, 1990.

4. The ADP grant is an annual direct allocation from the State to the City and has been budgeted as revenues in DPH's 1990-91 budget. Therefore, the Department has not requested the Board of Supervisor's authorization to apply for, accept and expend the ADP grant.

Recommendation:

Amend the proposed resolution to authorize the DPH to enter into this agreement with the State retroactively. Approve the proposed resolution as amended.

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BUDGET ANALYST

Item 19 - File 187-91-1

Departments: Municipal Court
Superior Court

Item: Resolution electing the City to become subject to the provisions of the State Trial Court Funding Program for the period of July 1, 1991 through June 30, 1992.

Description: The Trial Court Funding Program was established in September of 1988. The Trial Court Funding Act established provisions for county optional State subsidized trial court funding as follows:

The State will provide counties that elect to participate in the program (option counties) with a block grant for court operations of \$233,709 annually for each judicial position (Judges, Commissioners and Referees) in the Superior, Municipal and Justice Court. A cost of living formula is provided for annual adjustments to the block grant.

Additionally, the State will supplement the block grant by paying all but \$9,500 of each Municipal Court Judge's annual salary, as is the arrangement for Superior Court judges.

Another key requirement of the Trial Court Program is that option counties must maintain the level of expenditure for court operations established in their first full fiscal year (1989-90) of participation in the Trial Court Funding Program, adjusted by a cost of living factor. If San Francisco should experience a reduction in revenue in future years and needed to reduce expenditures, this would mean that a greater proportionate share of any reductions in expenditures would have to be borne by City and County departments other than the courts.

The deadline for San Francisco to elect to participate in the proposed Trial Court Funding Program for fiscal year 1991-92 is March 1, 1991.

Comments:

1. The City has previously elected to participate in the Trial Court Funding Programs for fiscal years 1988-89, 1989-90 and 1990-91. San Francisco has received the following amounts of Trial Court funds:

<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
\$7,244,400*	\$15,246,000	\$13,700,000

*Based on six months of funding from January 1, 1989 through June 30, 1989. Annualized amount is \$14,488,800.

2. If San Francisco elects to participate in the program for fiscal year 1991-92, the estimated net impact of these fiscal provisions would be an increase of approximately \$13.7 million, or approximately the same amount received in fiscal year 1990-91. It should be noted that these additional funds will not cover all City and County costs for court operations, which are currently approximately \$40 million per year.

3. Participation in the Trial Court Funding Program will lower the City's 1991-92 Gann Appropriations Limit by approximately \$13.7 million. Estimates of the City and County's 1991-92 Gann Limit are not available at this time.

4. In prior fiscal years, the Board of Supervisors committed by resolution, that no less than one-third of the Trial Court Funding Program block grant would be received by the Municipal and Superior Courts. All Trial Court Funding block grant monies not going directly to the courts is credited to the General Fund which finances court operations. The proposed resolution does not include provisions for the allocation of the Trial Court Funding Program grant.

Recommendation: Approve the proposed resolution.

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BUDGET ANALYST

Item 20 - File 65-90-7

Note: This item was continued from the November 28, 1990 Finance Committee meeting with a pending Amendment of the Whole.

Departments: Mayor's Office of Housing
Real Estate Department
County Agricultural Department
Chief Administrative Officer (CAO)

Item: Resolution authorizing and approving execution of a Disposition and Development Agreement between the City and the Bernal Heights Community Foundation, a California nonprofit public benefit corporation. The proposed Disposition and Development Agreement contains certain conditions that the Bernal Heights Community Foundation would be required to satisfy before execution of an actual lease agreement for any future development. The provisions of any future lease agreement concerning development of the proposed site would require separate approval by the Board of Supervisors.

Location: Intersection of Alemany Boulevard and Putnam Street comprising City blocks 5731, 5732, 5733, 5733-A (Lot 1) and 5734 (Lot 1) and commonly known as the Farmer's Market. That portion of the property that would be developed pursuant to the proposed Agreement is known as the "Housing Site" and is shown in the Attachment to this report.

Term: 99 years upon completion of the developer's predisposition requirements.

Annual Rent: Not yet determined. As stated in the Agreement, "Rent due the City from the developer during the term of the Lease shall be in sufficient amount as to justify the City entering into the Lease, taking into account all social and financial benefits that will be provided to the City by the proposed housing development, but in no event greater than an amount which is feasible for the housing development as indicated by the Financing Plan approved by the City's Director of Property and the Director of the City's Mayor's Office of Housing pursuant to Section 2.06 above."

Description: The purpose of this proposed Disposition and Development Agreement is to specify the conditions under which a lease of City property may be entered into between the City and the developer, the Bernal Heights Community Foundation. The San Francisco Farmers Market currently occupies the property.

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The proposed Disposition and Development Agreement would not obligate the City to enter into a long-term lease agreement with the Bernal Heights Community Foundation for development of the property.

Salient provisions of the proposed Disposition and Development Agreement are as follows:

1. The developer has submitted a preliminary proposal to the Mayor's Office of Housing for the development of the Housing Site. That document proposes the subdivision of the property to develop a low and moderate income housing development on a portion of the property, consisting of not more than 120 units. The exact configuration and legal description of the site would be determined based upon the design of the housing development, and would be specified by a subdivision or parcel map to be filed after design of the housing development is complete. The portion of the property that is not part of the Housing Site will be retained by the City for use and operation of the Farmers Market.

2. The proposed resolution, including the language in the pending Amendment of the Whole, would require the developer to meet the following conditions within three years of the date of this proposed Agreement or the Agreement may be terminated.

a. Design Plans. Approval by the CAO and Commissioner of Agriculture of the development's proposal and detailed design plans.

b. Site Inspection. The developer will conduct inspections or testing regarding hazardous substances and negotiate with the Director of Property regarding any costs of removal. If the developer determines that the property is not suitable for the development of the housing development, the developer may terminate the Agreement.

c. Subdivision Approval A subdivision or parcel map subdividing the property into the Housing Site and the Farmers Market Site based on the schematic plans for the housing development, and subject to approval by the City's Director of Property and Director of the Mayor's Office of Housing.

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d. Environmental Review. The developer would submit to the Department of City Planning an Environmental Evaluation of the housing development. Depending on the determination of the Department of City Planning based on the Environmental Evaluation, the developer would agree to cooperate with the City in the preparation of an Environmental Impact Report or a Negative Declaration.

e. City and Other Governmental Approvals. The developer would obtain issuance of a building permit from the City allowing the construction on the Housing Site of the housing development and any additional City or other governmental permits or approvals necessary for construction, ownership and operation of the housing development.

f. Financing Plan. The developer would submit for approval by the City's Director of Property and the Director of the Mayor's Office of Housing a Financing Plan evidencing the availability of the funds necessary to construct the housing development.

3. During the term of the Lease, the developer would use the Housing Site only for the development, construction, and operation of the housing development, and other ancillary uses including but not limited to child care and neighborhood-serving retail facilities.

4. The developer would make available for occupancy one-third of the total number of housing units to Lower Income Households (as defined below) at Affordable Housing Costs (as defined below). The developer would make available for occupancy two-thirds of the total number of housing units to Very Low Income Households (as defined below) at an Affordable Housing Cost.

5. Lower Income Households would mean households with incomes not exceeding 80 percent of the median income for the San Francisco Standard Metropolitan Statistical Area. Very Low Income Households would mean households with incomes not exceeding 50 percent of Median Income. "Affordable Housing Cost" would mean monthly rental payments equal to one-twelfth of 30 percent of the applicable income limit, adjusted for household size, less a utility allowance, if the housing development is a rental project; and if the project is a for-sale project, monthly mortgage payments, based on interest rates actually available to the purchasing household, which do not exceed one-twelfth of 35 percent of the applicable income limit adjusted for household size, assuming a five percent down payment on the purchase price.

6. The required number of units to be available for occupancy by Lower Income Households and Very Low Income Households shall be occupied and remain affordable to Lower Income Households and Very Low Income Households for a period of 50 years from the date upon which 50 percent of the units in the housing development are initially occupied.

7. The developer would be required to avoid interference with the operation of the Farmers Market during construction or operation of the housing development. The housing development parking facility and traffic control would be designed to complement operation of the Farmers Market.

Comments:

1. As previously stated, approval of the Disposition and Development Agreement would not obligate the City to enter into a long-term lease agreement with the Bernal Heights Community Foundation for development of the proposed Housing Site. According to a letter dated November 8, 1990 from the City Attorney's Office to the Clerk of the Board of Supervisors approval of the proposed Disposition and Development Agreement will not grant to the Bernal Heights Community Foundation vested rights to proceed with the development of the housing project. Rather, under the proposed Agreement, the Bernal Heights Community Foundation must still apply for and obtain all necessary regulatory approvals before commencing construction of the project.

2. According to Mr. Joe La Torre of the Mayor's Office of Housing, the current median income for a family of four in the San Francisco Standard Metropolitan Statistical Area (SMSA) is \$45,600. Computations of Affordable Housing Costs for Lower Income Households (not exceeding 80

BOARD OF SUPERVISORS
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percent of the median income) and for Very Low Income Households (not exceeding 50 percent of median income) for both rental units and purchased units are shown as follows:

San Francisco Standard Metropolitan Statistical Area
Median Income (Family of Four): \$45,600
Affordable Housing Costs

<u>Very Low Income</u> <u>(50 percent of Median)</u>		<u>Low Income</u> <u>(80 percent of median)</u>
\$45,600	Median Income	\$45,600
<u>80%</u>	Income Category Factor	<u>50%</u>
\$36,480	Max. Income	\$22,800
\$912	Max. Monthly Rental Payments ¹	\$570
\$1,064	Max. Monthly Mortgage Payments ²	\$665

¹ One-twelfth of 30 percent of the applicable income limit, less a utility allowance.

² One-twelfth of 35 percent of the applicable income limit, assuming a five percent down payment on the purchase price.

However, Mr. Mark Trotz of the Mayor's Office of Housing reports that the Board of Directors of the Bernal Heights Community Foundation plans to rent all of the units.

3. According to Mr. Trotz and Mr. Steve Legnitto of the Real Estate Department, there would be no displacement or disruption of the Farmers Market operation either during development or operation of the proposed housing development.

4. Mr. Trotz reports that the Bernal Heights Community Foundation was granted an initial \$75,000 pre-development loan and a subsequent \$25,000 loan for a parking and traffic study for a total of \$100,000 from the City-wide Housing Development Fund, a fund administered jointly by the Redevelopment Agency and the Mayor's Office of Housing. Mr. Trotz also reports that the major sources of funding for the development project are as follows:

- a. State Rental Housing Construction Program
- b. Syndication of Federal Low-Income Housing Tax Credits

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c. The San Francisco Redevelopment Agency (Loan of approximately \$1.5 million)

d. Conventional financing

5. As previously noted, the annual rent due to the City has not yet been determined. However, the proposed amendment of the Disposition and Development Agreement states that the rent shall be in a sufficient amount as determined by the City's Director of Property and Director of the Mayor's Office of Housing. Mr. Trotz reports that revenues accruing to the City from any future lease of the proposed Housing Site would be deposited in a fund administered by the Agricultural Commissioner and not into the General Fund. Mr. Evan Weeth, the City's Agricultural Commissioner, reports that revenues from any future lease of the proposed Housing Site would be used to maintain and improve the existing Farmer's Market.

6. According to the proposed amended Disposition and Development Agreement, the City Commissioner of Agriculture, which presently has jurisdiction over the proposed property may assign its jurisdiction to any other City department, such as the Mayor's Office of Housing. In addition, the proposed amended Agreement states that at the mutual agreement of the City and the developer, the City could convey fee title, or sell the land to the developer, rather than enter into a long-term lease arrangement. Any future sale or lease of the property would require approval of the Board of Supervisors.

7. Mr. Trotz reports that the Bernal Heights Community Foundation has previously developed low and moderate income housing in the City. Those developments include the Coleridge Park development of 49 units in the Mission District and Holiday Homes, a four-unit cooperative apartment development in Bernal Heights.

8. According to Mr. Roger Herrera of the Department of City Planning, the Residence Element of the City's Master Plan calls for the annual development of 1,373 additional units of very low and low income housing units. Mr. Trotz reports that during each of the past three years, approximately 800 units of new or rehabilitated housing units have been developed.

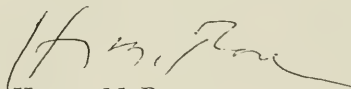
9. The City Attorney has determined that Master Plan approval is not required as a condition to the City's execution of the Agreement, but that such approval would be required before the City's execution of the lease.

BOARD OF SUPERVISORS
BUDGET ANALYST

10. Finally, it should be noted that the proposed amended resolution states that the Director of Property is authorized and directed to prepare a final form of the Disposition and Development Agreement which would reflect, at a minimum, the conditions precedent to the execution of a possible lease or sale of the property. According to Mr. Legnitto of the Real Estate Department, this final Disposition and Development Agreement would not be subsequently reviewed for approval by the Board of Supervisors. Rather, the Clerk of the Board of Supervisors, the Mayor's Office, the CAO, the Director of Property and the Agriculture Commissioner would approve the final documents on behalf of the City. The precise changes that would be made to the currently proposed document cannot be identified at this time. Although the Budget Analyst believes that the proposed project is a policy decision for the Board of Supervisors, given the significance of the proposed project, the Budget Analyst recommends that the final Disposition and Development Agreement be reviewed by the Board of Supervisors for their approval.

Recommendations: 1. Amend the proposed resolution to require that the final Disposition and Development Agreement be approved by the Board of Supervisors.

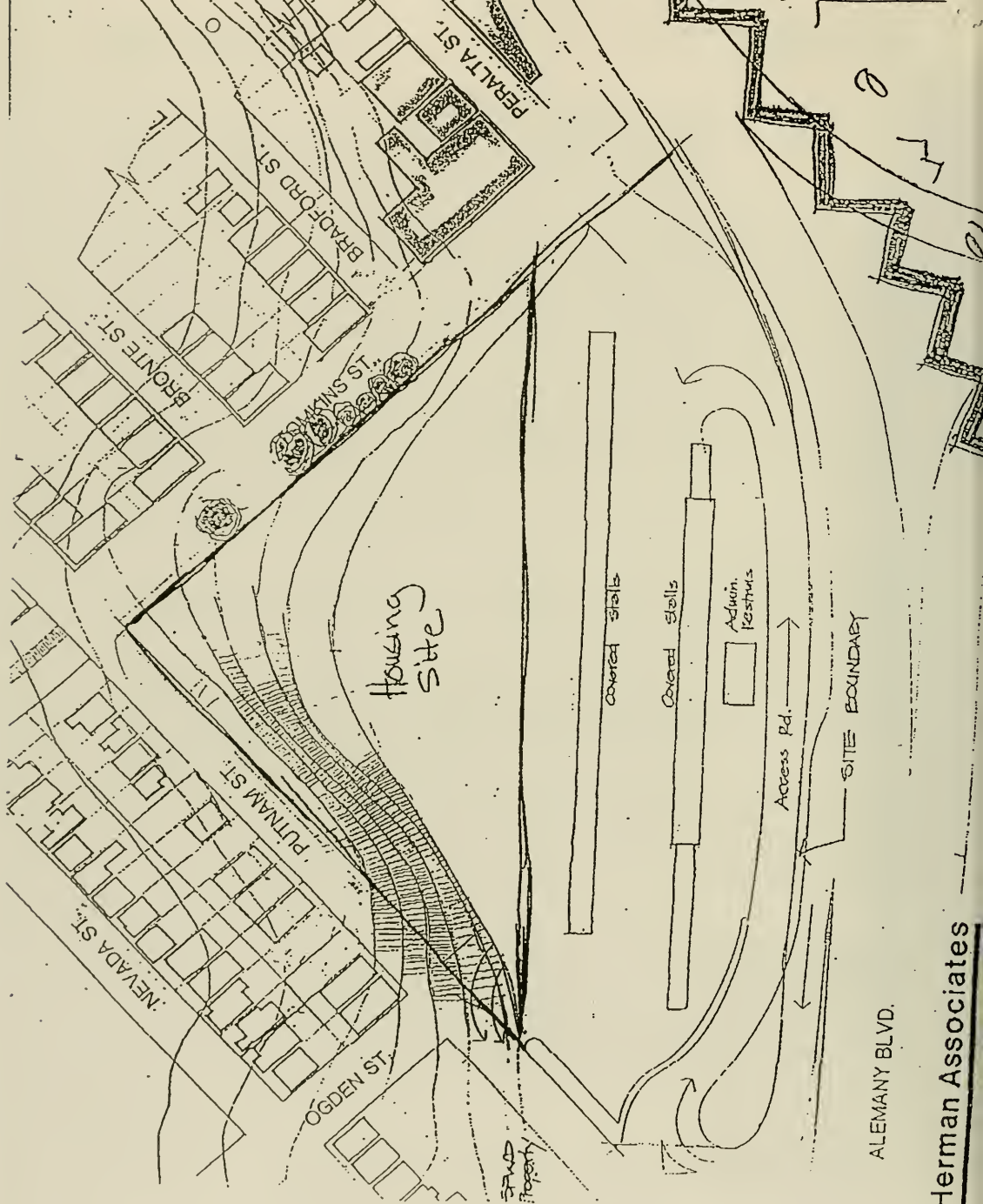
2. The decision whether to authorize and approve a Disposition and Development Agreement between the City and the Bernal Heights Community Foundation, to enter into a long-term lease for an undetermined amount of rent for development of the Farmers Market property, is a policy decision for the Board of Supervisors.


Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden

Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST



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2/13/91

CALENDAR
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, FEBRUARY 13, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

CONSENT CALENDAR

1. All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Finance Committee, and will be acted upon by a single roll-call vote of the committee. There will be no separate discussion of these items unless a member of the committee or a member of the public so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item:
 - a. File 38-91-1. [Acceptance of Gift] Resolution accepting a cash gift of \$307,753.70 to be use by Laguna Honda Hospital, Department of Public Health, for patient activities. (Department of Public Health)
 - b. File 146-91-13. [Grant - State Funds] Resolution authorizing the Department of Public Health, Family Health Bureau, to apply for a grant of \$199,757 from the State Office of Family Planning for family planning information and education to youth in San Francisco. (Mayor).
 - c. File 146-91-14. [Grant - State Funds] Resolution authorizing the Department of Public Health, Emergency Medical Services (EMS) Agency, to apply for a grant of \$80,000 from the State Emergency Medical Services (EMS) Authority to fund the development of a dynamic earthquake casualty estimation model. (Mayor)
 - d. File 146-91-17. [Grant - Private Funds] Resolution authorizing the Department of Public Health, Emergency Medical Services (EMS) Agency, to apply for a grant of \$10,000 from the Fujisawa Pharmaceutical Company for funds to conduct a trial study to determine the efficacy of the drug adenosine in converting supraventricular tachycardia in patients in the prehospital setting. (Mayor)

ACTION:

REGULAR CALENDAR

2. File 101-90-47. [Government Funding] Ordinance appropriating \$37,914,100, Cleanwater Program, for capital improvement project (Lake Merced Transport Plan). RO #90157. (Controller)

(Consideration continued from 1/30/91)

ACTION:

3. File 101-90-57. [Government Funding] Ordinance appropriating \$17,903,602, Airports Commission, for various capital improvement projects. RO #90167. (Controller)

ACTION:

4. File 97-91-5. [Library Commission Acceptance of Gifts] Ordinance amending Administrative Code by adding Section 10.117-107 thereof, relating to acceptance of gifts by the Library Commission for the construction of additions or enhancements to the New Main Library. (Public Library)

ACTION:

5. File 97-91-6. [Revolving Fund] Ordinance amending Administrative Code, by amending Section 10.168, to increase the cash revolving fund for the Adult Probation Department from \$200 to \$1,200. (Adult Probation Department)

ACTION:

6. File 146-91-7. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Substance Abuse Services to accept and expend a grant up to the amount of \$6,721,444 from the State of California, Department of Alcohol and Drug Programs to reduce client waiting periods for substance abuse treatment services. (Mayor)

(Consideration continued from 1/30/91)

ACTION:

7. File 31-91-1. [Employee Replacement] Resolution approving immediate filling of vacated position of Classification 0390 - Chief of Police, San Francisco Police Department. (Controller)

ACTION:

8. File 64-91-2. [Lease of Real Property] Resolution authorizing a new lease of real property at 1101 Capp Street for the Police Department for office space for the Administrative and Mission offices of the Senior Escort Program. (Real Estate Dept.)

ACTION:

9. File 146-91-15. [Grant - State Funds] Resolution authorizing the Department of Public Health, Emergency Medical Services (EMS) Agency, to apply for a grant of \$60,000 from the State Emergency Medical Services (EMS) Authority to provide funds to augment the existing EMS Quality Assurance Program. (Mayor)

ACTION:

10. File 146-91-16. [Grant - State Funds] Resolution authorizing the Department of Public Health, Emergency Medical Services (EMS) Agency, to apply for a grant of \$15,000 from the State Emergency Medical Services (EMS) Authority for funds to support the Pediatric Care Coalition in the development of paramedic training standards for pediatric prehospital care. (Mayor)

ACTION:

11. File 150-91-1. [Grant - Federal Funds] Resolution authorizing the Recreation and Park Department to apply for, accept and expend an amount of \$250,000 from the Urban Park and Recreation Recovery Act for renovation of the Potrero Hill Recreation Center. (Recreation and Park Department)

ACTION:

CITY AND COUNTY



OF SAN FRANCISCO

Public Library, Documents Dept.
ATTN: Gerry Roth

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

February 11, 1991

DOCUMENTS DEPT.

TO: Finance Committee
FROM: Board of Supervisors
SUBJECT: February 13, 1991 Finance Committee Meeting

FEB 14 1991

**SAN FRANCISCO
PUBLIC LIBRARY**

Item 1a - File 38-91-1

Department: Department of Public Health
Laguna Honda Hospital (LHH)

Item: Resolution authorizing the acceptance of a cash gift to be used by Laguna Honda Hospital for patient activities.

Amount: \$307,753.70

Description: The proposed resolution would authorize the acceptance of a cash gift of \$307,753.70 from the Estate of Anna A. Seebe for patient activities at Laguna Honda Hospital.

According to Dr. Jonathan Goldman of LHH, Ms. Anna A. Seebe, a long-time resident of San Francisco, who was never a patient at Laguna Honda Hospital, requested that these funds be donated to LHH for patient activities. According to Mr. Leo Walsh of LHH, Ms. Seebe also bequested similar cash donations to two Shriner's Hospitals.

Mr. Walsh reports that these cash donations were challenged in Court by Ms. Seebe's heirs. The Court has recently settled this matter and directed the attorney for the Estate of Anna A. Seebe to distribute the funds in compliance with the will.

Comments:

1. Mr. Walsh advises that the cash gift of \$307,753.70 was deposited in the City Treasury approximately a month ago and these funds are now accruing interest. According to Mr. Ted Lakey of the City Attorney's Office, although the funds have already been deposited into the City's Treasury, the proposed resolution does not need to be amended to be retroactive.

2. While not specifically noted in the proposed legislation or in the will of Ms. Seebe, Ms. Jill Berryman of the law firm of Elliott, Berryman & Ward, which handled the Estate of Ms. Anna Seebe, advises that the bequested \$307,753.70 was intended to be expended on supplemental patient activities and services and not to supplant the City's hospital operating budget. Mr. Walsh states that LHH concurs with the position of the law firm. According to Mr. Walsh, LHH is currently developing a program to identify the uses and annual expenditures of these monies and anticipates using these funds to provide a quality of life that is above what is provided in LHH's operating budget. Mr. Walsh reports that it is anticipated that LHH would expend these funds to purchase tickets to 49er games, Giants games and other sporting events, lunches at Bay Area restaurants, concerts and other types of entertainment.

3. Mr. Walsh anticipates that the patient activities would primarily use the interest earnings and possibly a small portion of the principal each year, in order to continue such programs for many years. Based on an annual interest rate of approximately eight percent, the proposed \$307,753.70 would earn approximately \$24,600 of interest per year.

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4. The proposed resolution authorizes the acceptance of this cash gift for patient activities. However, as previously noted, these funds are intended to being used for patient activities that have not been funded by the City. Therefore, the proposed resolution should be amended to specify this use of the funds.

5. It should also be noted that the expenditure of these funds would not be subject to approval by the Board of Supervisors. Rather, the proposed funds would be deposited into Laguna Honda Hospital's Gift Fund for Patient Services and would be authorized for expenditure by the head of the Department. Mr. Walsh reports that including the subject \$307,753.70 of funds, LHH's Gift Fund for Patient Services currently has a balance of approximately \$1.2 million.

Recommendation:

Based on the representation of Laguna Honda Hospital, amend the proposed resolution to limit the expenditure of these funds for patient activities not presently funded by the City. Approve the resolution as amended.

Item 1b - File 146-91-13

Department: Department of Public Health (DPH) , Family Health Bureau

Item: Resolution authorizing the DPH to apply for a new State grant.

Grant Amount: \$199,757

Source of Funds: State Office of Family Planning

Grant Period: July 1, 1991 through June 30, 1992

Project: Family Planning Information and Education for Youth

Project Description: The proposed grant would be used to fund the Family Planning Information and Education for Youth Project. This proposed project would use community educators to conduct small group education sessions with African American and Latino youth, females and males, ages 9-18 to increase their knowledge and skills to prevent unwanted pregnancy and Sexually Transmitted Diseases (STDs). The DPH reports that African American and Latino youth were chosen as the target population based on income data, use of social services, gonorrhea and syphilis prevalence, and prevalence of teen births. The proposed sites to be contacted would include school-based sites serving high-risk youth such as community day schools, or mainstream schools with significant populations from the targeted neighborhoods.

Project Budget:	<u>DPH Budget</u>	<u>FTE</u>	
Co-project Coordinator			
Health Educator	0.80		\$39,312
Secretary	0.25		6,642
Fringe Benefits			12,408
Materials & Supplies			<u>500</u>
Subtotal DPH Budget	1.05		\$58,862

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Contractual Services: Planned Parenthood

Co-project Coordinator	<u>FTE</u>	
Education Director	0.2	\$9,384
Community Educator II*	1.0	26,000
Community Educator I	1.0	26,000
Community Educator I	1.0	26,000
Secretary	0.5	8,743
Fringe Benefits		16,342
Office Supplies		1,500
Health Education Materials		2,500
Rent		
(\$1.50 x 300 sq ft x 12 months)		5,400
Consultant		700
Travel		2,000**
Printing		800
Indirect Cost		<u>15,526</u>
Subtotal Contractual	<u>3.7</u>	<u>\$140,895</u>
Grant Total		\$199,757

* Community Educator II is a new category for Planned Parenthood. As such, the salary range for Community Educator II has not been developed and Planned Parenthood used the Community Educator I salary range for the proposed grant application.

** The \$2,000 budgeted for travel would include mileage, bus fare, and two trips to meetings in Southern California at \$400 per trip.

Local Match: None

Indirect Cost Rate: The contractor is requesting 16.1 percent of contractor salaries or \$15,526. However, indirect costs for the City will be negotiated with the State when the DPH receives notification of the grant award.

Comments:

1. The Department reports that the contract would be awarded on a sole source basis to Planned Parenthood due to the uniqueness of their services.
2. Mr. Stephen Purser of the DPH reports that the application for these grant funds has already been submitted. Therefore, the proposed resolution should be amended to authorize the DPH to apply for the proposed grant retroactively.

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3. Mr. Purser reports that the final indirect cost rate for the City's personnel costs would be negotiated with the State when the DPH receives notification of the grant award. The proposed budget would be reduced to accommodate these indirect costs. The revised budget, including indirect costs for the City, will be submitted when the DPH returns to the Board of Supervisors requesting authorization to accept and expend the proposed grant.

4. Attached is the Health Commission's "Summary of Grant Request" as prepared by the DPH.

Recommendation: Amend the proposed resolution to authorize the DPH to apply for the proposed grant retroactively. Approve the proposed resolution as amended.

Grantor State Office of Family Planning Division CPHS
 Contact Person _____ Section Family Health Bureau
 Address 714 P Street, Room 398 Contact Person Stephen Purser
Sacramento, CA 94234-7320 Telephone 415/554-2569
 Amount Requested \$ 194,141 Application Deadline 12/14/90
 Term: From 07/01/91 To 06/30/92 Notification Expected 03/08/91
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) ~~(XXXXXX)~~ a (new) ~~(XXXXXX)~~ grant in the amount of \$ 194,141 from the period of 07/01/91 to 06/30/92 to provide family planning information and education for youth services.
 (Circle appropriate words)

II. Summary: (Concise history; need addressed; number & groups served; services and providers)

African-American and Latino teen births account for 73% of all teen births in SF.
This project would use community educators to conduct small group skills-building/
education sessions with youth at risk at various sites, including school-based sites
serving youth-at-risk, community-based programs, and public housing programs. A
citywide InterAgency Council of Family Planning Educators will be convened.

III. Outcomes/Objectives:

2,000 African-American and 1,000 Latino youth ages 9-18 will increase their knowledge
and skills to prevent unwanted pregnancy, and will increase their knowledge of rele-
vant community resources.

IV. Effects of Reduction or Termination of These Funds:

Of the estimated 15,000 teens who are sexually active in SF, only 3,288 received
family planning services in 1988-89. To decrease the number of unwanted teen preg-
nancies, we need to target teens at risk with information and skills to protect them-
selves.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount			<u>199,757</u>			
Personnel			<u>58,362</u>			
Equipment			<u>-0-</u>			
Contract Svc.			<u>140,895</u>			
Mat. & Supp.			<u>500</u>			
Facilities/Space			<u>-0-</u>			
Other						
Indirect Costs			<u>** Upon award, to be negotiated with State.</u>			

VI. Data Processing

(See included sheets)

VII. Personnel

F/T CSC			<u>0</u>	
P/T CSC			<u>.8</u>	
Contractual			<u>3.2</u>	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Current employee is on reduced work week.

Will grant funded employees be retained after this grant terminates? If so, How?
Yes; continued grant funding.

VIII. Contractual Services: Open Bid _____ Sole Source X (If sole source, attach Request for Exception Form)

Item 1c - File 146-91-14

Department: Department of Public Health (DPH)
Emergency Medical Services (EMS)

Item: Resolution authorizing the DPH to apply for a new State grant

Grant Amount: \$80,000

Source of Grant: State Emergency Medical Services Authority - Preventive Health and Health Services Block Grant Funds

Grant Period: June 25, 1991 through June 24, 1992.

Project: Development of a dynamic earthquake casualty estimation model.

Comment: Ms. Abbie Yant of the EMS reports that the Agency has been informed that the proposed earthquake casualty estimation model project will not be funded by the State. Therefore, EMS is requesting that the proposed resolution authorizing DPH to apply for the grant be filed.

Recommendations: File the proposed resolution authorizing DPH to apply for a new State grant.

Item 1d - File 146-91-17

Department: Department of Public Health (DPH),
Emergency Medical Services Agency (EMS)

Item: Resolution authorizing the Department of Public Health to
apply for a private grant.

Grant Amount: \$10,000

Source of Funds: Fujisawa Pharmaceutical Company

Grant Period: April 1991 through June 1992

Project: Trial Study: Adenosine in Prehospital Care

Project Description: The proposed grant would fund a State approved trial study
in conjunction with Santa Clara County EMS to determine
the efficacy of the drug adenosine in converting
supraventricular tachycardia, (stabilizing the cardiac
rhythm), in patients in the prehospital setting. The drug
adenosine is a relatively new anti-arrhythmic cardiac
medication that has Federal Drug Administration (FDA)
approval and is used in hospitals. Adenosine is not,
however, currently listed in the paramedic scope of practice.
According to Title 22 of the California Health and Safety
Code, a drug may be considered in the paramedic scope of
practice if a scientific trial study is conducted to demonstrate
its safe and effective use. A paramedic may administer any
medication on a trial basis when approved by the medical
director of the local EMS agency. The proposed grant would
fund such a trial study for the drug adenosine.

Ms. Abbie Yant of DPH reports that the grant proposal has
not been fully developed and would be reviewed by the Health
Commission and the University of California, San Francisco
(UCSF) Investigative Review Board prior to accepting and
expending the proposed grant and commencing the proposed
study. These review processes would ensure the health and
safety of the proposed study's participants.

Project Budget: As of the writing of this report, the DPH was unable to
provide a detailed budget.

Local Match: None

Indirect Costs: Rate and amount unknown at this time.

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Comments:

1. Ms. Yant reports that budget details, including indirect costs, will be submitted when the DPH returns to the Board of Supervisors requesting authorization to accept and expend the proposed grant.
2. Fujisawa Pharmaceutical Company is providing the funding for the proposed study because they manufacture and distribute the drug adenosine. Fujisawa may use and publish the analysis from the proposed study.
3. Ms. Yant reports that the proposed study would not be a drug experimentation study to determine the effects of the drug adenosine, but rather to determine whether it would be better for patients to administer adenosine in a pre-hospital setting by paramedics, than to wait until they arrive at the hospital.
4. The DPH has not submitted an application for the proposed grant.
5. As previously stated, the proposed grant would fund a trial study on the drug adenosine in a pre-hospital setting. Although the drug adenosine has FDA approval for use in hospitals, it is currently not listed in the California paramedic scope of practice. As such, approval to authorize the DPH to apply for this private grant is a policy matter for the Board of Supervisors.

Recommendation: Approval to authorize the DPH to apply for the private grant is a policy matter for the Board of Supervisors.

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Item 2 - File 101-90-47

Note: This item was continued from the Finance Committee's meeting of January 30, 1991.

Department: Department of Public Works, Clean Water Program (CWP)

Item: Supplemental Appropriation Ordinance appropriating funds for the Lake Merced Transport Plan Capital Improvement Project, Clean Water Program, for Fiscal Year 1990-91.

Amount: \$37,914,100

Source of Funds: \$33,914,100 State Revolving Loan funds
4,000,000 1988 Sewer Revenue Bonds

Description: The proposed funding would finance the construction of the Lake Merced Transport system, which is intended to reduce the occurrence of sewage overflow into the ocean during the rainy season.

The project includes an 8,350 foot tunnel and connecting structures that would begin at the Sloat Blvd and Great Highway parking lot, proceed under the Great Highway extension, Skyline Boulevard, and John Muir Drive and end at the existing Lake Merced Pump Station. The tunnel would eventually be connected to the Westside Transport with ultimate treatment and disposal of sewage at the new Oceanside Treatment Plant and Ocean Outfall.

In March of 1989, the Board of Supervisors approved the facility plan and the final Negative Declaration by the Planning Department for the Lake Merced Transport project. In December of 1990, the Board of Supervisors authorized DPW to apply for a State loan to help finance the project. The proposed ordinance would appropriate State loan funds totalling \$33,914,100 and \$4,000,000 from the 1988 Sewer Revenue Bond Fund.

The CWP has provided the following preliminary estimates of the Project costs:

Construction	\$31,000,000
Construction Contingency (10%)	3,100,000
Non-Construction costs	<u>3,814,100</u>
Total	\$37,914,100

According to Ms. Sara Pickus of the CWP, non-construction costs include estimated expenditures for an environmental

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compliance monitor, construction inspectors, in-house contract administration and design changes, and other City related costs.

Comments:

1. According to CWP, the contractor will construct the tunnel underground using existing soft ground tunneling methods. Potential contractors have been pre-qualified to bid on the contract to assure adequate technical experience and safety record for this type of work. CWP expects construction to begin on April 15, 1991.

2. The CWP has selected Traylor/Shea, a joint venture, to perform the construction work. The following construction bids were submitted:

<u>Bidder</u>	<u>Amount</u>
Traylor/Shea (Joint Venture)	\$21,828,000
Frontier-Kemper/Wayss & Freytag (Joint Venture)	24,981,879
Ohbayashi Corporation	27,525,000
Frank Coluccio Construction Inc.	28,937,464
Dillingham/Del Favars (Joint Venture)	31,983,521
Guy F. Atkinson/Grow Tunneling Corp. (Joint Venture)	34,666,826

3. Mr. Robert Swanstrom of CWP advises that the bid packets have been delivered to the Human Rights Commission for certification of MBE/WBE/LBE status and plans. Mr. Swanstrom also reports that the final cost estimates and budget have not been finalized yet. Therefore, the CWP has requested that this item be continued for one week to allow certification of MBE/WBE/LBE participation by the Human Rights Commission for each bid and to enable the Department to prepare final cost estimates on the project.

4. The Budget Analyst notes that, including a construction contingency of ten percent, the successful bid of \$21,828,000 is \$10 million less than the preliminary cost estimate provided by CWP. Because of the lower bid amount, the amount of this proposed supplemental appropriation request should be reduced. The Budget Analyst will make a specific recommendation (for the Finance Committee meeting of February 20, 1991) to reduce the request once the low bid is certified by the Human Rights Commission and CWP finalizes and provides all budgeted costs for the project.

Recommendation: Continue the proposed ordinance for one week in order to obtain the necessary MBE/WBE/LBE and budgetary information.

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Item 3 - File 101-90-57

Department: Airports Commission

Item: Supplemental Appropriation Ordinance for Capital Improvement Projects

Amount: \$17,903,602

Source of Funds: Interest on unused balances of the Airport's capital project funds remaining from completed projects, as follows:

Airport Capital Improvement Fund	\$ 7,466,608
(originally funded from the operating budget)	
1967 General Obligation Bonds	56,756
1975 Series A Revenue Bonds	382,135
1977 Series B Revenue Bonds	483,130
1981 Series C Revenue Bonds	4,475,268
1983 Series D Revenue Bonds	3,018,705
1990 Series E Revenue Bonds	<u>2,021,000</u>
Total Source of Funds	\$17,903,602

Description: The proposed supplemental appropriation would reappropriate interest earned on the residual balances of funds for capital improvement projects that have been completed. The proposed uses of the reappropriations are as follows:

<u>Replace Electrical Equipment and Change</u> <u>Field Lighting Voltage</u>	\$ 2,900,000
---	--------------

Some electrical equipment in the Field Lighting Building and the existing emergency generator are old and obsolete. The Airport reports that finding replacement parts for these obsolete parts is almost impossible. The proposed project would replace this obsolete equipment and change the voltage of the field lighting from 4,160 volts to 480 volts so that during power outages the field lighting can be powered by emergency generators, which cannot be done under present conditions. According to the Airport, if this equipment is not replaced, the frequency of field lighting power outages is bound to increase.

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Construct High Speed Exit Taxiway \$ 5,107,830

This project provides for the construction of a high speed exit taxiway off runway 19L directly into Boarding Area B. During storm conditions, Runway 19L is the main runway for takeoffs and landings. This project will allow aircraft to exit the runway sooner which would increase the runway's capacity.

Dike Reconstruction - Phase 5 1,300,000

This project is Phase 5 of the Airport Dike Reconstruction Program. It provides for dike reconstruction on the South and Southeast side of the Seaplane Harbor.

Centerline Lights & Taxiway Lights Upgrade 1,595,772

This project provides for a centerline lighting system for Taxiway A. Lights are needed for efficient and safe operations during night time and low visibility conditions.

Extend Runway Safety Area - Phase I 3,000,000

The safety areas at the end of the Airport runways do not meet updated FAA standards. This project is Phase I of the runway safety area extension program at the Airport and will extend the safety area at the west end of Runway 28R-10L.

Runway Exit Fillet Widening- Phase I 1,000,000

Some of the runway exit fillets (narrow, connector taxiways between main taxiways and runways) need to be upgraded and widened to meet the current FAA standards. These widened fillets will reduce the runway occupancy time and therefore, will increase the efficiency of Runway 28R operations. This project is Phase I of this runway exit fillet upgrading program and will widen the fillets at Runway 28R-10L at Taxiways "L", "P" and "X".

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Electrical Power Distribution System Upgrade \$ 3,000,000

The electrical power distribution system's equipment and cabling are deteriorating and need systematic replacement. This project will replace components that are detected as failing and those that are estimated to be reaching their end of life.

Total Request \$17,903,602

Architectural and engineering design, inspections and project management for all proposed projects will be performed in-house by Airport staff, which accounts for 15 percent of the amount requested for each project. Contracts for each project will be competitively bid.

Comments:

1. The Capital Improvement Advisory Committee (CIAC) reports that the proposed projects are in conformity with the Master Plan and the CIAC Six-Year Capital Expenditure Plan. Mr. Louis Turpen of the Airport reports that the proposed projects are in conformity with the Airport's Five-Year Capital Projects Plan as approved by the airlines and the Airports Commission.
2. The Lease and Use Agreement between the Airport and the airlines requires that interest income on capital project funds and the funds remaining from completed projects be utilized for airport capital improvements.
3. Ms. Angela Gittens of the Airport states that the recent downturn in profitability for the airlines and the Airport as a result of world and market conditions has no impact on the proposed capital projects.
4. According to Mr. John Martin, 85 percent of the requested funds would be expended for outside contracts and 15 percent of the work will be accomplished in-house. The proposed Supplemental Appropriation Ordinance should be amended to reserve the 85 percent of each project, pending selection of the contractors and determination of the MBE/WBE status of the contractors.

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Recommendation: Amend the proposed Supplemental Appropriation Ordinance to reserve 85 percent (total of \$15,218,062) of the amount requested for each project pending selection of the outside contractors and determination of the contractors MBE/WBE status (15 percent of the requested amounts will be expended in-house). Approve the proposed Supplemental Appropriation Ordinance as amended.

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Item 4 - File 97-91-5

Department: Public Library

Item: Ordinance to amend the Administrative Code by adding Section 10.117-107 to authorize the acceptance of gifts by the Library Commission for the construction of additions or enhancements to the New Main Library.

Description: The proposed Section 10.117-107 of the San Francisco Administrative Code, entitled Library Commission Acceptance of Gifts for the New Library, would authorize the Library Commission to accept all gifts, donations, and contributions of money, property and personal services for the construction of additions or enhancements to the New Main Library. A Special Fund would be established for acceptance of the gifts entitled the Library Department Construction Fund. Interest earned from the proposed Special Fund would accrue to the Fund.

In addition, the proposed amendment would authorize the City Librarian, with approval by the Library Commission, to approve expenditures from the Fund for the New Main Library. Such expenditures would include the following:

1. Payment for the construction of additions or enhancements.
2. Payment of architecture and inspection charges to the Department of Public Works (DPW).
3. Payment of fees to outside architects, interior designers, and engineers for design services.
4. Payment for furniture and equipment.

As is presently proposed under this ordinance, the acceptance of all future gifts as well as the expenditure of all cash gifts would be accomplished by the Public Library without the approval of the Board of Supervisors.

Mr. Kenneth Dowlin, City Librarian, reports that, "the proposed amendment was designed by the City Attorney's Office to spare the Board of Supervisors and the Library the labor-intensive submission of each individual gift for acceptance by the Board of Supervisors", regardless of the value of the gift.

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Comments:

1. The Library Foundation, a nonprofit organization formed to raise additional funds for the New Main Library, is currently embarking on a fund-raising drive to raise \$30 million to augment the \$109 million General Obligation Bond funds, of which \$104.5 million is dedicated to the New Main Library and \$4.5 million is dedicated to renovations to existing branch libraries. San Francisco voters approved these bond funds in 1988. Article 13A Section 1(b) of the California Constitution prohibits the use of such bond monies for furniture, fixtures and equipment. The fund-raising drive would raise funds to purchase these items, to build additions and enhancements to the New Main Library, to pay for DPW architectural and inspection expenses, and to contract with outside architects, interior designers, and engineers for design services.

2. Mr. Dowlin reports that the Library Foundation anticipates raising \$12 million or 40 percent of the \$30 million fund-raising goal by April 1991. The Library Foundation also anticipates the funds will be in the form of large donations.

3. Ms. Kathy Page of the Public Library reports that the proposed Special Fund would not be used to cover potential construction related cost overruns of the New Main Library. Rather, Ms. Page reports that the proposed Special Fund would be spent solely on items and services that are not covered by the bond funds. The bond funds can be spent only on the actual structure of the New Main Library. Special Fund expenditures would consist of the following; furniture, paint, wood paneling, cabinets, carpets, toilets, sinks, tables, chairs, desks, and floor coverings. In addition, bond funds do not cover services required to install and design the interior of the New Main Library. These services would include inspecting items not bought by bond monies or paying an interior design firm to design the interior.

4. Mr. John Madden of the Controller's Office reports that the Controller's Office is currently developing a policy for charging Special Funds for the indirect costs incurred to administer each Fund or alternatively requiring that interest earned from each Fund accrue back to the City to pay for the indirect costs incurred to maintain each Fund. To date, a specific procedure has not been established.

5. As previously stated, under the proposed ordinance, the Board of Supervisors would not have the authority to approve the acceptance of gifts of any value or approve any expenditures from the Special Fund for the New Main Library.

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6. Presently, under Section 10.116 of the City's Administrative Code, acceptance of all gifts in excess of \$5,000 must be authorized by the Board of Supervisors. Further, generally, in order to expend monies deposited to a special fund, such expenditures require appropriation approval of the Board of Supervisors. While the Budget Analyst believes that a \$30 million fund-raising drive for the new Main Library is in the best interest of the City, the Budget Analyst believes that the potential expenditure of \$30 million for furniture, carpeting, etc. should be subject to the review and approval of the Board of Supervisors.

Recommendations: 1. Amend the proposed ordinance to require that all expenditures from the proposed new Library Department Construction Fund be subject to appropriation approval by the Board of Supervisors.

2. Approve the proposed ordinance as amended.

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Item 5 - File 97-91-6

Department: Adult Probation Department

Item: Ordinance amending the Administrative Code to increase the Cash Revolving Fund for the Adult Probation Department from \$200 to \$1,200.

Source of Funds: General Fund 1990-91 budgeted funds

Description: Section 10.168 of the Administrative Code currently provides for a Cash Revolving Fund for the Adult Probation Department in the amount of \$200. The proposed ordinance would amend Section 10.168 of the Administrative Code to increase the cash revolving fund for the Adult Probation Department by \$1,000 from \$200 to \$1,200.

According to the City's Purchasing Procedures Manual, revolving funds are established to accommodate the need for petty cash, urgent, non-recurring purchases, and small repairs. As revolving fund purchases deplete the revolving fund, Direct Payment Vouchers are submitted to the Controller's Office. These Direct Payment Vouchers provide a detailed list of all expenditures and the source of funds. The Controller's Office subsequently replenishes the Department's revolving fund for the amount of the Direct Payment Voucher.

Comments: 1. The Adult Probation Department reports that because of a bank error favoring the Department, the balance in the revolving fund has been \$300 not \$200, as authorized in Section 10.168 of the Administrative Code. The Department has notified the bank of this error.

2. Mr. Peter Pardini of the Adult Probation Department reports that the Department processes numerous transactions through the Department's Cash Revolving Fund. Based on data provided by the Department, the Department processes on a monthly basis approximately 12 transactions per Direct Payment Voucher submitted. The average value of each transaction is \$23 per transaction, or \$276 total per Direct Payment Voucher submitted. Mr. Pardini estimates the Department could effectively utilize another 10 transactions per month if sufficient funding were available through the revolving fund. Therefore, the Adult Probation Department could process, each month, approximately 22 transactions in total prior to a need to replenish the revolving fund. The average total value of each Direct Payment Voucher would be \$506.

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3. Generally, revolving funds should contain sufficient funds to cover two times the amount submitted on each Direct Payment Voucher. This would allow the Controller's Office to process one-half of the amount of the revolving fund for reimbursement back to the Department, while the Department uses the other half to make revolving fund purchases. Assuming the Adult Probation Department could process 22 transactions per Direct Payment Voucher, at an average total value of roughly \$500, then the amount of funds needed to cover revolving fund purchases is \$1,000. Therefore, the revolving fund amount that should be authorized in the Administrative Code is \$1,000 instead of \$1,200.

Recommendations: 1. Amend the proposed ordinance to reduce the proposed Cash Revolving Fund amount to be specified in Section 10.168 of the Administrative Code from \$1,200 to \$1,000.

2. Approve the proposed ordinance as amended.

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Item 6 - File 146-91-7

Note: This item was continued at the January 30, 1991 Finance Committee meeting.

Department: Department of Public Health (DPH)
Community Substance Abuse Services (CSAS)

Item: Resolution authorizing the Department of Public Health to accept and expend a new State grant.

Grant Amount: Up to \$6,721,444

Source of Funds: State of California, Department of Alcohol and Drug Programs

Grant Period: December 31, 1990 through December 31, 1991

Project: Waiting Period Reduction Grant Program

Project Description: On November 28, 1990, the Finance Committee authorized the DPH to apply for the proposed grant (File 146-90-85). The proposed State grant funds would be used to expand community-based substance abuse treatment services, in the City, in order to reduce the waiting period for potential clients seeking treatment. The DPH originally applied for \$6,721,444 in grant funds to include funding for 16 community-based substance abuse agencies selected through a competitive Request For Proposal process. Four of those 16 agencies were selected by the State to be recipients of the proposed grant. DPH advises that State guidelines, for this grant program, require that individual funding requests from community-based agencies be combined into a single application and submitted to the State through the DPH's Community Substance Abuse Services. The DPH would be responsible for administering this grant program. The four community based substance abuse agencies awarded grant funding are listed below:

	<u>Grant Amount</u>
Bay Area Addiction Research and Treatment (BAART) - Geary	\$560,769
Bay Area Addiction Research and Treatment (BAART) - Embarcadero	465,904
Baker Places	1,252,285
Bayview Hunters Point - Crack Program	120,803
DPH Administrative Cost	<u>23,231</u>
Total	\$2,422,992

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No. of Persons to be Served: Approximately 558 people

Local Match: None

Indirect Costs: None, not allowed by the grantor.

Comments:

1. Two of the community based substance abuse agencies, BAART - Geary (\$560,769), and BAART - Embarcadero (\$465,904) provide methadone treatment. Legislation previously approved by the Board of Supervisors (File 100-90-1.5) states that the Health Commission "only supports those methadone maintenance programs whose goal is the reduction and elimination of methadone maintenance and which have a spectrum of services in conjunction with methadone." Mr. Wayne Clark of the DPH advises that these two agencies meet the Health Commission's criteria as stated in that prior legislation. Mr. Clark adds that all community-based substance abuse agencies are eligible to submit a proposal to the State through the DPH to request grant funding and that the two agencies which provide methadone treatment along with the other agencies listed above, meet the State's criteria for inclusion in the grant application.
2. A grant subvention to extend funding for the 1990 Substance Abuse Client Waiting List Reduction in the amount of \$3,339,619 is currently pending before the Finance Committee (Item 11 of Recessed Finance Committee meeting of 2/13/91. (File 146-91-12). The period of this previous grant augmentation is January 31, 1991 through June 30, 1991. Two of the proposed grant recipients, BAART-Geary (\$560,769) and Baker Places (\$1,252,285) are to receive funds from this previous grant augmentation. Five of the original grant applicants on the proposed grant are also to receive funding from this pending grant subvention. This pending subvention grant is for the the same project of a slightly different name (Substance Abuse Client Waiting List Reduction versus Waiting Period Reduction Grant Program). The purpose of both grants is to reduce the waiting time of a potential client.
3. DPH reports that indirect costs are not included in this grant because the State does not allow indirect costs in connection with these grant funds.

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4. The Finance Committee continued the proposed legislation pending notification from the State as to the exact amount of the grant award. Mr. Clark reports that the DPH has received notification from the State that the amount of the grant award is \$2,422,992. Mr. Clark further reports that although the grant period began December 31, 1990, the Waiting Period Reduction Grant Program is not currently incurring expenditures against the proposed funds.

5. The \$23,231 or less than one percent of the grant funds budgeted for administration would be used for financing .42 FTE of a Senior Administrative Analyst position.

6. Attached is the "Summary of Grant Request" as prepared by DPH, for the proposed grant funds.

Recommendations: Approve the proposed legislation authorizing the DPH to accept and expend \$2,422,992.

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Item No. State of California, Dept. of Health Commission - Summary of Grant Request Rev. 4/10/90
 Grantor Alcohol and Drug Programs Division Substance Abuse & Forensic Serv
 Contact Person Unknown Section Community Substance Abuse Services
 Address 1700 K Street Contact Person Wayne Clark, Ph.D.
Sacramento CA 95814 Telephone 255-3500
 Amount Requested \$ 2,422,992 Application Deadline _____
 Term: From 12/31/90 To 12/31/91 Notification Expected _____
 Health Commission _____ Board of Supervisors: Finance Committee _____
 _____ Full Board _____

I. Item Description: Request to (accept and expend) a (new) (continuation) (allocation) (augmentation to a grant in the amount of \$ 2,422,992 from the period of 12/31/90 to 12/31/91 to provide: reduce client waiting period for substance abuse services.
 (Circle appropriate words)

II. Summary: (Context/history; need addressed; number & groups served; services and providers)
This grant is the sum total of all individual applications from various community based substance abuse treatment agencies for funds to expand services in order to reduce the waiting period for clients. The State of California, which is subvening these funds from the federal government, requires that these agencies' submissions be combined and submitted through the City's Community Substance Abuse Services.

III. Outcomes/Objectives: A list of the applicants and related info. is attached.
The waiting period for substance abuse treatment services should be substantially reduced if this grant is wholly or partially funded.

IV. Effects of Reduction or Termination of These Funds:
Reduction or termination of these funds would increase the waiting period for potential substance abuse treatment clients.

V. Financial Information:

	Col. A Two Years Ago N/A	Col. B Past Year/Orig. N/A	Col. C Proposed 2,422,992	Col. D Change N/A	Req. Match N/A	Approved by N/A
Grant Amount						
Personnel			*			
Equipment			-0-			
Contract Svc.			2,399,761			
Mat. & Supp.			-0-			
Facilities/Space			-0-			
Other			-0-			
Indirect Costs	<u>Indirect costs are not allowed by the grantor.</u>					

VI. Data Processing * \$ 23,231 of these funds are identified for program administration and will be expended towards funding two Senior Administrative Analyst positions.
 (none included above)

VII. Personnel

FT CSC _____ See note above (*)
 P/T CSC _____ See above (*)
 Contractual Detailed personnel breakouts for each contractor are not available at this time; the Commission will review this information when each modification is Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant: heard.
 N/A

Will grant funded employees be retained after this grant terminates? If so, How?
Any Civil Service positions created through this grant would terminate at the end of the grant project.

VIII. Contractual Services: Open Bid _____ Sole Source XX
 The grantor requires each community based agency to submit its own proposal to the State through CSAS. (If sole source, attach Request for Exemption Form)

Item 7 - File 31-91-1

Department: Police Department

Item: Resolution authorizing the immediate filling of a vacant position.

Position: 0390 Chief of Police

Retirement Date: November 21, 1990

Normal Refill Date: August 2, 1991

Proposed Refill Date: Retroactive to November 28, 1990

Funding Needed: \$77,780.80

Proposed Funding Source: Excess salary savings in uniformed salaries account

Description: Section 10, Subsection 1 of the Annual Appropriation Ordinance permits immediate filling of a position left vacant due to retirement of an incumbent when a lump sum payment is made for accumulated leave. The immediate filling of a vacant position requires a request by the department's appointing officer, the approval of the department head, the recommendation of the General Manager, Personnel, and the Mayor and approval by ordinance or resolution of the Board of Supervisors.

Comments:

1. The Chief of Police retired on November 21, 1990, and was paid for 984 hours of accumulated sick leave, and 400 hours of accumulated vacation time, which prevents refilling of this position until August 2, 1991. The new Chief of Police took office effective November 28, 1990. As a result, the proposed resolution would authorize the filling of the Chief of Police position retroactive to November 28, 1990.
2. The Controller has certified the availability of funds from the uniformed salaries account for the immediate filling of the position of Police Chief. The Controller has also indicated that the Police Department faces a projected shortfall of approximately \$2.6 million for overall Police Department salary appropriations for the current 1990-91 fiscal year. Additionally, the Police Department is continuing to incur added overtime costs beyond the \$2.6 million currently projected shortfall in part due to the number of public demonstrations relating to the current situation in the Persian Gulf. The Controller states that a

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supplemental appropriation will undoubtedly be required if the Department is to continue operations at current levels for the balance of the fiscal year. The Controller will provide an updated report on the status of the Police Department budget at the end of March 1991.

Recommendation: Amend the proposed resolution to retroactively fill this position effective November 28, 1990 and approve the resolution as amended.

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Item 8 - File 64-91-2

Department: Police Department
Department of Real Estate

Item: Resolution authorizing a new lease of real property for the Police Department, Senior Escort Program.

Location: 1101 Capp Street

Purpose of Lease: Office space for the Administrative and Mission offices of the Senior Escort Program

Lessor: Michael and Elizabeth Brosnan, and John and Joan Brosnan

No. of Sq. Ft. and Cost per Month: 1,925 square feet at \$1,444 per month (\$.75/sq. ft./month)

Annual Cost: \$17,328

% Increase Over 1990-91: The proposed lease is new. The lease provides for an annual increase of five percent.

Utilities and Janitor Services Provided by Lessor: Lessor pays for water and scavenger service; City is responsible for P.G.&E. utilities and its own janitorial service.

Term of Lease: July 1, 1991 through June 30, 1996.

Source of Funds: General Fund amount to be included in the Police Department's 1991-92 annual budget

Description: The Police Department's Senior Escort Program presently leases space at 1049 Market Street. The lease at this location expires on June 30, 1991, and the Senior Escort Program proposes to move to new offices located at 1101 Capp Street. According to Ms. Rochelle Frazier of the Senior Escort Program, the Program's administrative staff as well as its Mission District staff, both presently located at 1049 Market Street, consisting of a total of 17 persons, plan to move into the 1101 Capp Street location.

The Senior Escort Program also maintains four other offices located in the Western Addition, Chinatown/Northbeach, Bayview/Potrero Hill, and South of Market areas.

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Comments:

1. The Senior Escort Program presently pays rent on its offices at 1049 Market Street of approximately \$30,779 per year for 1,973 square feet of office space (approximately \$1.30/sq. ft./month). The present lease at 1049 Market Street includes the cost of all utilities and janitorial services. With the proposed new lease at 1101 Capp Street, the Senior Escort Program would pay rent of approximately \$17,328 per year for 1,925 square feet of office space. In contrast to the 1049 Market Street location, the proposed 1101 Capp Street lease does not include costs for P.G.&E. service and janitorial services. Ms. Rochelle reports that the Senior Escort Program will provide its own janitorial services, which will result in no additional cost to the program, and expects to pay approximately \$200 per month, or \$2,400 per year, for P.G.&E. service. Including the annual cost of P.G.&E. service, the estimated annual cost to lease the office space is \$19,728, or \$11,051 less than the annual cost to lease the 1049 Market Street space.

2. Ms. Mary Simmons of the Real Estate Department reports that the lessor has agreed to make the necessary improvements to the office space according to the Senior Escort Program's specifications, at no cost to the City. Ms. Simmons estimates the value of these improvements to be \$43,000.

3. At the present Market Street location, the average office space allocated per person is 116 square feet. At the new proposed 1101 Capp Street location, the average office space to be allocated per person is 113 square feet.

4. Although the lease is scheduled to commence on July 1, 1991, the lease agreement specifies that the Senior Escort Program shall move into the office space no later than April 1, 1991, or once the space is ready for occupancy. According to the proposed lease agreement, the lessor would not begin charging rent for the occupancy of the office space until after July 1, 1991.

5. Ms. Simmons further advises that, while the Senior Escort Program will occupy the 1101 Capp Street Site by April 1, 1991, the Program will continue to pay rent for the 1049 Market Street site until June 30, 1991, as specified in the current lease agreement. However, the lessor of the 1049 Market Street office space has agreed that, in the event that the 1049 Market Street office space is successfully leased out to another tenant, the Senior Escort Program would only be required to pay the difference between their rent and the new tenant's rent.

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6. According to the Department of Real Estate, the proposed rental of \$.75 per square foot per month (\$1,444 per month) is considered the current fair market value rate for the proposed leased space.

Recommendation: Approve the proposed lease.

Item 9 - File 146-91-15

Department: Department of Public Health (DPH)
Emergency Medical Services (EMS) Agency

Item: Resolution authorizing the DPH to apply for a new grant

Grant Amount: \$60,000

Source of Grant: State Emergency Medical Services Authority - Preventive Health and Health Services Block Grant Funds

Grant Period: June 25, 1991 through June 24, 1992.

Project: Augment an existing EMS Quality Assurance Program

Project Description: The proposed project would provide funds to expand an existing EMS System Quality Assurance Program, presently funded with General Fund monies. The EMS Agency has the responsibility for establishing performance criteria for all providers of pre-hospital care. The current performance criteria is limited, in general, to dispatch information, such as ambulance response time and call volumes. The proposed project would expand the current quality assurance program to include standards and data collection methods for measuring the performance of pre-hospital providers in such areas as clinical procedures, medication administration, invasive medical procedures, and physical movement.

Project Budget: As of the writing of this report, the EMS Agency had not completed a detailed budget for the proposed project. However, the EMS Agency reports that it would expend approximately \$30,000 of the available funding for contractual services, which would be primarily to acquire computer programming services.

Indirect Costs: 20 percent of an estimated \$50,000 in direct costs or approximately \$10,000.

Required Match: None.

Comments: 1. The application due date for the proposed project to the State EMS Authority is February 15, 1991 which is prior to approval by the full Board of Supervisors. Therefore, the resolution should be amended to retroactively apply for this grant.

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2. Ms. Abbie Yant, Assistant Director of the EMS Agency, reports that the budget details for the proposed project will be submitted when the EMS Agency returns to the Board of Supervisors requesting authorization to accept and expend the proposed grant.

Recommendations: 1. Amend the proposed resolution to authorize the EMS Agency to apply for a new State grant, retroactively.

2. Approve the proposed resolution as amended.

Item 10 - File 146-91-16

Department: Department of Public Health (DPH),
Emergency Medical Services (EMS) Agency

Item: Resolution authorizing the DPH to apply for a new State grant.

Grant Amount: \$15,000

Source of Funds: State Emergency Medical Services (EMS) Authority

Grant Period: June 1991 through June 1992

Project: Pediatric Prehospital Care: Paramedic Training Standards

Project Description: The proposed grant would fund the Pediatric Critical Care Coalition project which would address deficiencies in pediatric training in emergency medicine. The proposed project would consist of the following three phases:

- 1) Survey existing Emergency Medical Technician (EMT)-Paramedic training programs throughout the State to assess pediatric content.
- 2) Establish curriculum content for pediatric courses.
- 3) Write specific learning objectives and content specifications for California EMT-Paramedic training.

Project Budget:

Contractual	\$13,500	
Indirect Costs	<u>1,500</u>	
Total Budget		\$15,000

Local Match: None

Indirect Costs: Ten percent of the proposed budget.

Comments: 1. Ms. Abbie Yant, Assistant Director of the EMS Agency, reports that the final budget details for contractual services will be submitted when the DPH returns to the Board of Supervisors requesting authorization to accept and expend the proposed grant.

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BUDGET ANALYST

2. Ms. Yant further reports that the contract would be awarded on a sole source basis to the University of California, San Francisco (UCSF) under the direction of Dr. Ronald Dieckman. Dr. Dieckman is the Chairperson of the Pediatric Critical Care Coalition and faculty member at the UCSF. The contract is sole source due to the uniqueness of Dr. Dieckman's services.

3. The grantor will only accept applications from EMS agencies for this type of grant. Therefore, in conjunction with UCSF, the EMS agency is applying for the proposed grant funding for UCSF while retaining \$1,500 or ten percent of the grant amount for indirect costs.

Recommendation: Approve the proposed resolution to authorize the DPH to apply for a new State grant.

Item 11 - File 150-91-1

Department: Recreation and Park Department

Item: Resolution authorizing the Recreation and Park Department to apply for, accept, and expend an amount of \$250,000 from the Urban Park and Recreation Recovery Act for Renovation of the Potrero Hill Recreation Center.

Grant Amount: \$250,000

Source of Funds: Department of the Interior, National Park Service, Urban Park and Recreation Recovery Act funds

Required Match: \$107,107 (approximately 30 percent) of total project costs of \$357,107 to be funded from the Open Space Fund

Description: The Recreation and Park Department proposes to apply for a grant from the Urban Park and Recreation Recovery Act to renovate the Potrero Hill Recreation Center. Renovations would include replacement of the gymnasium floor, and renovation of the bathrooms, locker rooms, kitchen, doors, walls and water fountain.

The Recreation and Park Department has submitted the following proposed grant budget:

Replacement of gymnasium floor	\$170,000
Renovation of bathrooms and locker rooms	75,000
Renovation of kitchen	35,000
Replacement of doors, walls and water fountain	18,772
Architectural/engineering services (DPW)	31,055
Inspection fees	11,994
Administrative and legal expenses	<u>15,286</u>

Total proposed grant budget \$357,107

Architectural and engineering design of the proposed renovations would be done in-house by the Department of Public Work's Bureau of Architecture.

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BUDGET ANALYST

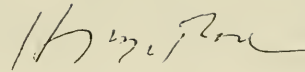
Comments:

1. The Department has prepared the attached Summary of Grant Request.
2. According to Mr. Tim Lillyquist of the Recreation and Parks Department, because the deadline for submittal of the application is February 8, 1991, the Department will have submitted its application for the grant funds by the time this resolution is heard before the Finance Committee. Mr. Lillyquist further advises that the Recreation and Park Department expects to be notified of whether it will receive the grant by May 1, 1991. Therefore the resolution should be amended to delete the authorization to accept and expend the grant funds, and allow the Department to apply for these grant funds retroactively. Once the Department is notified of whether or not it will receive the grant funds, a separate resolution should be submitted authorizing the Recreation and Parks Department to accept and expend the awarded grant funds.
3. Mr. Lillyquist further advises that the Department of the Interior, National Park Service, plans to allocate funds for 80 grants at \$250,000 each. If the Recreation and Park Department is not awarded the grant, the Department plans to continue to renovate portions of the Potrero Hill Recreation Center using Open Space Fund monies. However, the Recreation and Park Department would not replace the gymnasium floor as proposed in the grant budget.
4. On February 11, 1991, the Board of Supervisors on immediate adoption approved the proposed resolution to authorize the Recreation and Park Department to apply for the requested \$250,000 from the National Park Service. The Board did not authorize the Recreation and Park Department to accept or expend these funds, which will therefore require a subsequent resolution before the Finance Committee and the Board of Supervisors. As a result of this Board of Supervisors action, the proposed resolution can be tabled.

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Recommendation: Table the proposed resolution.



Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

BOARD OF SUPERVISORS
BUDGET ANALYST

Item No. _____

- Summary of Grant Request

Rev. 4/10/90

Grantor National Park Service
 Contact Person Mr. George McGuffick
 Address 450 Golden Gate Avenue
San Francisco, CA 94102

Division Recreation & Park
 Section Administration
 Contact Person Tim Lillyquist
 Telephone 666-7080

Amount Requested \$ 250,000

Application Deadline 2/8/91

Term: From 7/1/91 To 7/1/93

Notification Expected 5/1/91

Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (amendment) to a grant in the amount of \$ 250,000 from the period of 7/1/91 to 7/1/93 to provide for the renovation of Potrero Hill Center - services

II. Summary: (Cover history, development, and purpose of project)
Project will involve the renovation of the Potrero Hill Recreation Center. It will include a new gym floor, upgraded and handicapped accessible restrooms, new gym doors, and a general renovation throughout.

III. Outcomes/Objectives:
A renovated and revitalized recreation center

IV. Effects of Reduction or Termination of These Funds:
No other funding is currently available for this project. The renovation would have to be delayed until such funding were available.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Part Year Only	Proposed	Change		
Grant Amount	_____	_____	\$357,107*	_____	_____	_____
Personnel	_____	_____	_____	_____	_____	_____
Equipment	_____	_____	_____	_____	_____	_____
*Contract Svc.	_____	_____	\$280,000	_____	_____	_____
Mat. & Supp.	_____	_____	_____	_____	_____	_____
Facilities/Space	_____	_____	_____	_____	_____	_____
Other	_____	_____	61,821	_____	_____	_____
Indirect Costs	_____	_____	15,286	_____	_____	_____

VI. Data Processing * Includes local match of \$107,107

VII. Personnel

F/T CSC _____
 P/T CSC _____
 Contractual _____

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
A required 30% match (107,000 dollars) will be provided through the Open Space Program. Total Project budget is \$357,107

Will grant funded employees be retained after this grant terminates? If so, How?
No grant-funded employees will result

VIII. Contractual Services: Open Bid X Sole Source _____ (If sole source, attach Request for Exemption Form)

**BOARD OF SUPERVISORS****BUDGET ANALYST**

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

February 13, 1991

DOCUMENTS DEPT.

FEB 14 1991

SAN FRANCISCO
PUBLIC LIBRARY**TO:** Finance Committee**FROM:** Budget Analyst**SUBJECT:** February 13, 1991 Recessed Meeting of the Finance CommitteeItem 1 - File 101-90-56**Department:** Health Services System**Item:** Ordinance appropriating \$31,500 for other contractual services; and providing for ratification of action previously taken.**Amount:** \$31,500**Source of Funds:** General Fund

Description: In May of 1989, the Board of Supervisors approved resolution No. 385-89, which requested the Mayor to form a task force to recommend a plan for inclusion of domestic partners in the City's Health Benefits Plans. According to the Health Services System, the Mayor's Task Force on Family Policy recommended in June of 1990 that health service benefits eligibility be extended to cover (1) domestic partners of active City employees participating in the Health Service System; (2) dependent children, under 24 years of age, of City employees or spouses or domestic partners of such City employees participating in the Health Service System; and (3) step children who are natural children of the employee's domestic partner.

City Charter Section 8.422 requires that, whenever changes to health benefits eligibility are proposed, the Board of Supervisors secure an actuarial study that examines the costs and effects of such benefit eligibility changes. Pursuant to Section 8.422, the Health Service System has hired an actuarial consultant and has requested a supplemental appropriation of \$31,500 to pay for the contract cost.

According to the Health Services System, the consultant was hired, through the Request for Proposal process, from a pool of four proposals. The successful proposer, Towers, Perrin, Forster and Crosby, Inc. (LBE), estimated the study would cost between \$23,000 and \$31,500 and would involve an estimated 191 hours of work at an average rate of \$165 per hour. The \$31,500 would be the maximum cost allowed under the contract and is the amount requested by the Health Services System for appropriation.

Because the contractor has already been selected and work has already begun, this proposed ordinance would also provide for ratification of the Department's decision to hire the consultant and spend the funds. The Health Service System expects the study to be completed by mid March, 1991.

Comments:

1. Although the Task Force proposed that eligibility be extended to domestic partners and other categories of dependent children, City employees, as opposed to the City, would pay for the benefits of such persons as City employees now pay for the health costs of their dependents.
2. Mr. Randall Smith of the Health Service System advises that the Department did not request Board of Supervisors approval and appropriation of funds for the actuarial study prior to the commencement of the study, because in order to implement the extension of eligibility by July 1, 1991, the Department needs the results of the actuarial study by March, 1991 to allow for open enrollment to occur in May of 1991. Mr. Smith further advises that the Board of Supervisors approved Resolution No. 975-90, which urges the Mayor to urge the Health Services System to conduct a study of the costs associated with the extension of benefits eligibility to domestic partners and dependent children.

Recommendation: Approve the proposed supplemental appropriation ordinance.

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Items 2 and 3 - Files 102-90-9 and 101-90-42

Department: Municipal Court

Items: Annual Salary Ordinance amendment (File 102-90-9) to effect salary increases for 20 Municipal Court Judges and three Traffic Referees.

Supplemental Appropriation Ordinance (File 101-90-42) to fund salary increases for 20 Municipal Court Judges and Traffic Referees.

Amount : \$50,322

Source of Funds: Reappropriation of Permanent Salaries in the Municipal Court's 1990-91 budget.

Description: Salaries for Municipal Court Judges are set by State law, based on a formula that provides increases comparable to the average rate of increase received by State employees. State law also ties Traffic Referees' salaries and salary increases to the salary increases received by Municipal Court Judges. Based on salary increases for State employees, Municipal Court Judges and Traffic Referees are due a 5.25 percent salary increase effective January 1, 1991.

The proposed ordinance to amend the 1990-91 Annual Salary Ordinance (File 102-90-9) would increase Municipal Court Judge and Traffic Referee salaries by 5.25 percent, as follows:

<u>Action</u>	<u>Positions</u>	<u>Classification</u>	<u>Monthly Salary Range</u>	<u>Annual Top Step Salary</u>
<u>Abolish Present Rates</u>				
Abolish	20	0200 Judge	\$7,180 - 7,180	\$86,160
Abolish	3	0250 Traffic Referee	3,950-5,744	68,928
<u>Create New Rates</u>				
Create	20	0200 Judge	\$7,557 - 7,557	\$90,684
Create	3	0250 Traffic Referee	4,157 - 6,046	72,552

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The proposed Supplemental Appropriation Ordinance (File 101-90-42) would fund the increased salaries and fringe benefits from January 1 through June 30, 1991 as follows:

Permanent Salaries

Municipal Court Judges	\$45,240	
Traffic Referees	<u>4,302</u>	
Total - Permanent Salaries		\$49,542

Retirement

Traffic Referees		<u>780</u>
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Total		\$50,322
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Comments:

1. Salary funding at the new rates beyond July 1, 1991 will be included in the Municipal Court's regular annual 1991-92 budget.
2. The funds to pay for the additional \$50,322 will come from excess Salary Savings in the Municipal Court's existing Permanent Salary budget.
3. The Municipal Court reports that the \$45,240 increase in Judges' salaries will be partially reimbursed by supplemental Trial Court Funding Act monies from the State.

Recommendation: Approve the proposed ordinances.

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Item 4 - File 62-91-1

Department: Recreation and Park Department

Item: Ordinance approving a lease for establishing two annual music festivals at Camp Mather, located in Tuolumne County.

Description: The proposed ordinance would approve a lease between the City and County of San Francisco through the Recreation and Park Department and Strawberry Music Inc. The lease grants the right to Strawberry Music Inc. to establish and operate a three-day music festival during the Memorial Day weekend and a two-day music festival during the second weekend after Labor Day. The proposed lease would extend for five years commencing with the 1991 Spring Event and ending after the 1995 Fall Event. Camp Mather is a family camp owned by the City and County of San Francisco and operated by the Recreation and Park Department.

According to the lease, the City would be paid rent over the next five years based on the greater of the following two formulas:

MINIMUM RENTAL GUARANTEE

	<u>Spring Event (Memorial Day)</u>	<u>Fall Event</u>	<u>Total Annual</u>
1991	\$30,100	\$22,500	\$52,600
1992	30,100	25,000	55,100
1993	35,100	27,500	62,600
1994	35,100	30,000	65,100
1995	<u>40,100</u>	<u>32,500</u>	<u>72,600</u>
Total	\$170,500	\$137,500	\$308,000

PERCENTAGE RENT

Spring Event (Memorial Day)

12 percent of the first \$350,000 of gross ticket receipts, 14 percent of all ticket receipts above \$350,000 and eight percent of all cabin fees.

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Fall Event

1991 & 1992	10 percent of gross ticket receipts
1993, 1994, & 1995	10 percent of first \$300,000 of ticket receipts and 12 percent of the ticket receipts over \$300,000
All Years	Eight percent of all cabin rental fees

In addition the lessee, Strawberry Music Inc., will perform services such as reseedling of the "Wildflower Meadow" at Camp Mather, brushing debris and undergrowth at Camp Mather, and producing and distributing brochures for Camp Mather. These in-kind services are estimated by the Recreation and Park Department to be valued at \$57,500 during the five-year period of this lease. The lessee is responsible for paying utilities and repairing any damages incurred during the events.

The lease requires Strawberry Music Inc. to procure and maintain Workers Compensation Insurance, Comprehensive General Liability Insurance, Comprehensive Automobile Liability Insurance, and Property Insurance on buildings and fixtures.

Strawberry Music Inc. would also reimburse the City for the salaries and fringe benefits for each City employee assigned to the Strawberry Music Inc. during the events.

Comments:

1. Mr. Ernie Prindle of the Recreation and Park Department reports that both events would take place during Camp Mather's off-season.
2. Mr. Prindle reports that Camp Mather grossed \$700,000 during the 10-week season in 1990 or an average of \$10,000 per day.
3. The Recreation and Park Department issued a Request For Proposal (RFP) for the proposed lease. Two firms, Strawberry Music Inc. and Robin Tylor Productions, responded to the RFP with bids. Strawberry Music Inc. bid for the Memorial Day weekend, Labor Day weekend, the Camp store, and the second weekend after Labor Day. Strawberry Music had the only bid for Memorial Day weekend and the second weekend after Labor Day and Robin Tylor Productions had the highest bid for Labor Day weekend and the Camp store.
4. The previous lease with Strawberry Music Inc. from 1986 through 1990 was for Memorial Day weekend and Labor Day weekend. In 1990 the required minimum rental guarantee

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was \$55,000 or \$2,400 less than is proposed in 1991. In addition, the lease included the use of the Camp Mather store for the two events and the 10-weeks during the regular Camp Mather season with a fee payable by Strawberry Music Inc. to the City of 8.5 percent of gross revenues. Cabin fees were not included in the previous lease. The rent collected in 1990 was \$29,954 or 12 percent of gross receipts for the Spring Event and \$34,669 or 12 percent of gross receipts for the Fall Event. The store fee was \$12,201 in total for both events and the 10-weeks during the regular Camp Mather season. Total revenue collected in 1990 was \$76,824. The proposed lease does not include use of the Camp store and the Fall Event would not take place on Labor Day weekend. Although Mr. Prindle was unable to provide estimates for the total rent to be paid to the City for 1991 under the proposed lease, he expects such total rents to be slightly more than the minimum rental guarantee of \$52,600. The total estimated revenue from the proposed lease does not include the rent from the Labor Day music festival or the revenue from the Camp store, which were included in the previous lease.

5. Although the subject of a separate forthcoming lease, which will require Board of Supervisors approval, Mr. Prindle reports that the Recreation and Park Commission has given its approval to lease Camp Mather during Labor Day weekend to Robin Tylor Productions for another music festival. The Recreation and Park Commission has also given its approval to lease the camp store to Robin Tylor Productions during the 10-week Camp season as well as the Memorial Day, Labor Day, and the Fall Events.

6. Ticket prices and cabin rates for the two events would be part of the Plan of Operation that the Strawberry Music Inc. lessee must submit to the Recreation and Park Commission 120 days prior to the first day of each event for Commission approval. Tentative ticket prices for the two events were submitted by the Strawberry Music Inc. as part of their bid and are as follows:

4-Day (includes camping Thurs-Sun)	\$85
3-Day (includes camping Fri-Sun)	75
Child camping ticket	40
Adult single day	25
Child single day	10
Child under 5	free

7. Camp Mather has cabin sleeping space for 400 persons. As part of the proposed lease, the Strawberry Music Inc. would rent these cabins to festival participants at a rate that would be disclosed in their Plan of Operation.

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8. According to the proposed lease, the number of persons allowed in Camp Mather per day cannot exceed a maximum of 4,000 multiple-day participants camping, plus 2,000 single day participants. This maximum number allowed has decreased from the previous lease which allowed a maximum of 5,500 multiple-day participants plus 650 single-day participants plus provisions for more participants during Memorial Day weekend.

Recommendation: Approve the proposed ordinance.

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Item 5 - File 187-91-1

Departments: Municipal Court
Superior Court

Item: Resolution electing the City to become subject to the provisions of the State Trial Court Funding Program for the period of July 1, 1991 through June 30, 1992.

Description: The Trial Court Funding Program was established in September of 1988. The Trial Court Funding Act established provisions for county optional State subsidized trial court funding as follows:

The State will provide counties that elect to participate in the program (option counties) with a block grant for court operations of \$233,709 annually for each judicial position (Judges, Commissioners and Referees) in the Superior, Municipal and Justice Court. A cost of living formula is provided for annual adjustments to the block grant.

Additionally, the State will supplement the block grant by paying all but \$9,500 of each Municipal Court Judge's annual salary, as is the arrangement for Superior Court judges.

Another key requirement of the Trial Court Program is that option counties must maintain the level of expenditure for court operations established in their first full fiscal year (1989-90) of participation in the Trial Court Funding Program, adjusted by a cost of living factor. If San Francisco should experience a reduction in revenue in future years and needed to reduce expenditures, this would mean that a greater proportionate share of any reductions in expenditures would have to be borne by City and County departments other than the courts.

The deadline for San Francisco to elect to participate in the proposed Trial Court Funding Program for fiscal year 1991-92 is March 1, 1991.

Comments: 1. The City has previously elected to participate in the Trial Court Funding Programs for fiscal years 1988-89, 1989-90 and 1990-91. San Francisco has received the following amounts of Trial Court funds:

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<u>1988-89</u>	<u>1989-90</u>	<u>1990-91</u>
\$7,244,400*	\$15,246,000	\$13,700,000

*Based on six months of funding from January 1, 1989 through June 30, 1989. Annualized amount is \$14,488,800.

2. If San Francisco elects to participate in the program for fiscal year 1991-92, the estimated net impact of these fiscal provisions would be an increase of approximately \$13.7 million, or approximately the same amount received in fiscal year 1990-91. It should be noted that these additional funds will not cover all City and County costs for court operations, which are currently approximately \$40 million per year.

3. Participation in the Trial Court Funding Program will lower the City's 1991-92 Gann Appropriations Limit by approximately \$13.7 million. Estimates of the City and County's 1991-92 Gann Limit are not available at this time.

4. In prior fiscal years, the Board of Supervisors committed by resolution, that no less than one-third of the Trial Court Funding Program block grant would be received by the Municipal and Superior Courts. All Trial Court Funding block grant monies not going directly to the courts is credited to the General Fund which finances court operations. The initial proposed resolution does not include provisions for the allocation of the Trial Court Funding Program grant.

5. However, there is an Amendment of the Whole which would offer a commitment to the Superior and Municipal Courts that they will receive no less than one third of the General Fund savings as a result of trial court funding revenues in fiscal year 1991-92. Since the amount of trial court funding revenues is anticipated to be approximately the same amount as in fiscal year 1990-91, or \$13.7 million, and because the General Fund will have to continue to support the difference in the costs of court operations and trial court funding revenues through the City's budget process (approximately \$40 million cost less \$13.7 million revenue equals approximately \$26.3 million General Fund cost in FY 1990-91), the inclusion of the proposed commitment of no less than one third of trial court funding revenues for the court should not have a material effect on the City's fiscal condition.

Recommendation: Approve the proposed Amendment of the Whole, and the resolution as amended.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 6 - File 64-91-1

Departments: Public Library
Real Estate

Item: Resolution authorizing a new lease of real property

Location: 1528 Fillmore Street (entire first floor)

Purpose of Lease: To house the Library for the Blind

Lessor: Gary W. Pasquinelli, as Trustee for the Pasquinelli-Honig Family Trust

No. of Sq. Ft. and Cost per Month: 3,708 sq. ft. @ \$1.04 sq. ft./month = \$3,856

Annual Cost: \$46,272

Term of Lease: The lease would commence upon approval of the Board of Supervisors or as soon thereafter as renovations are completed and would end on December 31, 1991 at the earliest or no later than twelve months after the date that the City takes possession of the property.

Utilities and

Janitorial Services: Paid for by the City

Source of Funds: 1988 Library Bond Funds

Comments: 1. The Real Estate Department reports that the Library for the Blind is currently housed in the Presidio Branch Library at 3150 Sacramento Street. According to Ms. Kathy Page of the Library, the Presidio Branch is tentatively scheduled to be closed as of March 23, 1991, for major renovations which are estimated to take approximately one year to complete. These renovations are part of the Branch Library Renovation Program funded with the 1988 Library Bond Fund proceeds. The proposed renovations include (1) seismic upgrading (i.e., replacing the roof, reinforcing exterior walls and bolting shelving to floor), (2) remodeling of bathrooms to make them handicapped accessible and (3) upgrading electrical wiring. As such, it will be necessary for the Library for the Blind to relocate during the renovation period in order to continue to provide service to blind persons living in San Francisco.

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2. Ms. Page reports that the Library was advised by the City Attorney that since the relocation of the Library for the Blind is required in connection with the renovation of the Presidio Branch Library, the 1988 Library Bond Funds can be legally used as a source of funds to pay for the proposed lease.
3. Under the proposed lease, the lessor has agreed to provide certain tenant improvements, including electrical wiring, painting and floor covering, at no cost to the City.
4. The Real Estate Department advises that the proposed site at 1528 Fillmore Street has good public transportation access and will be handicapped accessible.
5. The Real Estate reports that the proposed rental amount of \$1.04 per square foot for the 1528 Fillmore Street space represents the fair market value of the property.

Recommendation: Approve the proposed resolution.

Item 7 - File 78-91-1

1. The proposed resolution would authorize the Health Service Board of the City and County Employees' Health Service System to set the City's 1991-92 monthly contribution to the Health Service System Fund at \$162.73 for each eligible active employee (\$1,952.76 annually). The employees' contribution rates are determined after the City's contribution rate is set.

2. The Health Service Board is required by Charter Sections 8.423 and 8.428 to survey the ten most populous counties in the State excluding San Francisco to determine the average amount being contributed toward an employee's medical care insurance exclusive of dental and optical care insurance. The survey indicates that the average per employee contribution of these ten counties for 1990-91 is \$162.73 per month (\$1,952.76 annually), as compared to the City's current contribution of \$142.24 (\$1,706.88 annually). The proposed resolution would establish \$162.73 as the monthly per employee contribution to be made in 1991-92 by the City and County, the San Francisco Unified School District and the Community College District. The new rate would represent an increase of 14.4 percent over the amount currently contributed.

3. The estimated City and County contribution for active members during 1990-91 is \$38.6 million. Based on the current membership in the System of 22,619 active employees, approximate total contributions for 1991-92 would be \$44.2 million, including an estimated \$27.5 million in General Fund monies. The contribution increase authorized by this resolution would thus amount to approximately \$5.6 million in additional annual expenditures.

Comments

1. The City contribution for health care in 1991-92 is equal to the average amount contributed by the ten most populous counties in the State during 1990-91. As a result, given the likelihood that those counties will increase their contributions in 1991-92, the City contribution will in fact be less than the average actual coverage provided by those ten counties. However, because the Health Service System is required by the Charter to collect the comparative data before January of each year, the System does not set its 1991-92 rates based on the actual 1991-92 rates of these other jurisdictions.

2. The Health Service System indicates that the ten surveyed counties contributed an average of \$261.71 per month for an employee and one dependent and an average of \$296.36 per month for an employee and two or more dependents. San Francisco does not contribute anything for dependent health care coverage.

Recommendation

Approve the proposed resolution.

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Item 8 - File 146-91-9

Department: Department of Public Health (DPH), Homeless Program

Item: Resolution authorizing the DPH, as subgrantee, to apply for a continuation Federal grant and provide for matching funds up to \$375,000.

Grant Amount: \$750,000

Source of Funds: Federal Public Health Services, McKinney Homeless Assistance Grant

Grant Period: May 1, 1991 through April 30, 1992

Project: Health Care for the Homeless

Project Description: The proposed grant would fund the City's share of a collaborative effort between the DPH, which is the subgrantee, and the San Francisco Community Clinic Consortium (SFCCC), prime grantee. Since 1988 the program has been providing comprehensive primary health care, social services, and substance abuse services to homeless persons in San Francisco through a network of eight community-based health clinics, including the City-operated Tom Waddell Clinic.

Project Budget: As of the writing of this report, the DPH was unable to provide a detailed budget.

Comments:

1. Mr. Fred Milligan reports that the DPH budgeted the \$375,000 for the local matching funds in their 1990-91 budget.
2. Mr. Milligan further reports that budget details will be submitted when the DPH returns to the Board of Supervisors requesting authorization to accept and expend the proposed grant.
3. The DPH reports that the application for these grant funds has already been submitted. Therefore, the proposed resolution should be amended to authorize the DPH to apply for the proposed grant retroactively.

Recommendation: Amend the proposed resolution to authorize the DPH, as subgrantee, to apply for the proposed grant retroactively and to provide existing matching funds up to \$375,000. Approve the proposed resolution as amended.

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Item 9 - File 146-91-10

Department: Department of Public Health (DPH)
Family Health Bureau

Item: Resolution authorizing the Department of Public Health to accept and expend a new State grant

Grant Amount: \$214,284

Source of Funds: State Department of Health Services, Maternal Child Health Branch

Grant Period: January 1, 1991 through June 30, 1993 (2.5 years)

Project: Black Infant Health Improvement Project

Project Description: The Board of Supervisors previously authorized the DPH to apply for the proposed grant in December 1990 (File 146-90-93). The proposed grant funds would be used to fund a project aimed at improving Black infant health for residents of San Francisco. The following project services would be provided to Black pregnant and post-partum women and their families: outreach services; referral services, (i.e., to appropriate prenatal treatment, pediatric care, family planning and social services); educational services; and follow-up and support services. Additionally, the project would (1) maintain a database for analysis of Black infant health indicators, (2) prepare a report on Black infant health for distribution to providers, community organizations and the projects' target population, (3) establish a Black infant health task force, to assess needs and gaps in services and prepare an action plan, (4) sponsor two community forums/events to increase community awareness on issues related to Black infant health, and (5) establish a community-based support center to increase Black women's access to care through education, support, and direct linkages with DPH and related services in the community. A community-based service or advocacy organization would be identified and contracted with to establish and run the "Community Support Center".

No. of Persons To be Served: A minimum of 215 women and their infants
A minimum of 200 women of childbearing age

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Project Budget: The following project budget is for 2.5 years:

Personnel (.5 FTE)	\$59,442	
Fringe Benefits	<u>16,643</u>	
Subtotal		\$76,085
Materials & Supplies	11,182	
Training	1,600	
Travel-mileage	2,700	
Equipment	8,717	
Contractual		
Community Support		
Center/Workers	<u>114,000</u>	
Subtotal		<u>\$138,199</u>
Total		\$214,284

Required Match: None

Indirect Costs: None

- Comments:**
1. The \$8,717 budgeted for equipment consists of the following purchases and/or rentals for the Community Support Center: refrigerator, telephone, stove, washer and dryer, typewriter, VCR and monitor, beepers and an answering machine. Ms. Virginia Smyly of the DPH reports that these purchases and/or rentals would be used to help bring women into the Center as well as to operate the Center.
 2. The \$11,182 budgeted for materials and supplies would be spent by DPH for the Community Support Center and for project related activities at DPH. The \$2,700 budgeted for travel would be used to transport clients, Center and DPH staff. The \$1,600 budgeted for training would be spent to train the DPH staff person.
 3. Ms. Smyly reports that the DPH has received notification from the grantor that the grant award is \$214,284. Although the grant period began January 31, 1991, the Department is not incurring expenditures against the proposed grant funds.
 4. Ms. Smyly reports that a RFP will be issued through the DPH to acquire contract services to establish and run the Community Support Center. As such, the Department cannot, at this time, identify the specific organization(s) that will be included in the contract. Therefore, the Budget Analyst recommends that the proposed \$114,000 earmarked for the contractual services for the Community Support

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Center should be placed on reserve until the Department can identify the specific nonprofit organization(s) to be contracted with and the amounts to be allocated to such organizations. Once the Department can provide this information, the reserve for the \$114,000 can be released by the Board of Supervisors.

5. The DPH advises that in the event this State grant is terminated, the grant positions would also be terminated unless alternative grant funding could be identified.

6. Indirect costs are not allowed by the grantor. As such, no funds will accrue to the General Fund for indirect costs associated with this grant project.

7. Attached is the Health Commission's "Summary of Grant Request", as prepared by DPH for the proposed grant funds.

Recommendation: Amend the proposed resolution to reserve the \$114,000 for contractual services pending Departmental identification of specific organization(s) to be contracted with and the amounts to be allocated to the various contractors. Approve the proposed resolution as amended.

Grantor State DHS, MCH Branch
 Contact Person Maria Cornejo
 Address 714 P Street, Room 740
Sacramento, CA 94234-7320

Division CPHS
 Section Family Health Bureau
 Contact Person Virginia Smyly
 Telephone 554-2575
 Application Deadline December 5, 1990
 Notification Expected N/A

Amount Requested \$ 214,284

Term: From Jan 1991 To June 1993

Health Commission: _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) ~~XXXXXXX~~ a (new) ~~(XXXXXXX)~~ (allocation) ~~(XXXXXXX)~~
 grant in the amount of \$ 214,284 from the period of Jan 1991 to June 1993
 to provide services to improve Black infant health services.

II. Summary: (Concise summary, not abstract; number & group names, services and providers)

The State DHS has identified Black infant health as a priority issue for 14 counties; SF is one identified with a high rate of infant mortality and low birthweight for Blacks. The project will target high-risk areas with intensive case finding, community and hospital/clinic-based case management and services. A community forum will be organized to plan and conduct community awareness and coalition building for improved Black infant health.

III. Outcomes/Objectives:

215-265 women will be referred to appropriate services and followed up. Approximately 35 pregnant or post-partum women will receive support services through a patient advocate. At least 200 women will receive educational services at a community-based site.

IV. Effects of Reduction or Termination of These Funds:

It is likely that the health of Black infants and their families will continue to be poor or worsen if no services and actions are taken to educate, support and connect them to already available health and social services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount:	N/A	N/A	\$214,284	N/A	N/A	
Personnel:			76,085			
Equipment:			8,717			
Contract Svc.			114,000			
Mat. & Supp.			11,182			
Facilities/Space			-0-			
Other			4,300			
Indirect Costs			-0-			

VI. Data Processing

(none included - none)

VII. Personnel

	N/A	N/A	1.0	N/A
F/T CSC				
P/T CSC				
Contractual			.5	

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:

Will grant funded employees be retained after this grant terminates? If so, How?
 No.

VIII. Contractual Services: Open Bid XX Sole Source _____ (If sole source, attach Request for Exemption Form)

Item 10 File 146-91-11

Department: Department of Public Health (DPH),
AIDS Office

Item: Resolution authorizing the Department of Public Health to accept and expend an augmentation to a continuation State grant under the 1990-91 Master Grant Agreement

Grant Amount: \$54,987

Source of Grant: California Department of Health Services, Office of AIDS

Grant Period: July 1, 1990 through June 30, 1991

Project: AIDS Pilot Care Project

Project Description: The Board of Supervisors previously authorized the DPH to apply for, accept and expend a State Grant in the amount of \$497,612 to fund the second year of the AIDS Pilot Care Project component of a Master Grant Agreement between the State Office of AIDS and DPH (File 146-90-77). The Master Grant Agreement was established by the State Office of AIDS in February, 1989 to consolidate the City's various AIDS-related programs. The proposed State allocation would augment this second year of funding for the AIDS Pilot Care Project.

The AIDS Pilot Care Project continues to provide case-management and coordination of home and community-based care by public health nurses for persons with AIDS or ARC. These project services are provided to persons with AIDS or ARC whose care can be managed at home under their physician-directed medical care plan. The DPH continues to be responsible for providing direct client services and for monitoring and administering the AIDS Pilot Care Project. In addition, the DPH contracts with Pacific Presbyterian Medical Center's Visiting Nurses and Hospice of San Francisco to provide direct client services. The proposed grant augmentation of \$54,987 would enhance these services by improving the quality of care to existing clients.

No. of Persons to be Served: 75 Unduplicated clients per month

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Project Budget:

	<u>Original Grant Budget</u>	<u>Grant Augmentation</u>	<u>Total Budget</u>
<u>Personnel</u>	7.0 FTE	.75 FTE	
Salaries	\$301,102	\$14,146	\$315,248
Fringe Benefits	80,244	4,610	84,854
<u>Operating Expenses</u>			
Travel (Mileage)	5,000		5,000
Client Transportation	4,000		4,000
Equipment	500		500
Materials & Supplies	1,500		1,500
Medical Supplies		750	750
Communication	1,000		1,000
Postage & Federal Express	1,205		1,205
Reproduction	250		250
Client Insurance	5		5
<u>Contractual Services</u>			
Pacific Presbyterian Medical Center, Visiting Nurses and Hospice of San Francisco	64,671	33,606	98,277
<u>Indirect Costs</u>	<u>38,135</u>	<u>1,875</u>	<u>40,010</u>
Total	\$497,612	\$54,987	\$552,599

Required Match: None

Indirect Cost Rate: 10 percent of personnel costs.

Comments:

1. Mr. Tim Piland of the DPH advises that the Department is continuing to contract with Pacific Presbyterian Medical Center's Visiting Nurses and Hospice of San Francisco on a sole source basis, due to the need for continuity and the uniqueness of the services provided.
2. The proposed grant augmentation did not require an application from DPH. Therefore, the DPH did not request authorization from the Board of Supervisors to apply for the proposed grant augmentation.
3. Mr. Piland reports that Department has not incurred expenditures against the proposed grant augmentation.

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Therefore, the proposed legislation does not have to be approved retroactively.

4. The proposed augmentation of \$54,987 would make the grant total \$552,599 for fiscal year 1990-91 which is \$42,581 or approximately eight percent more than the grant amount of \$510,018 received in fiscal year 1989-90.

5. The DPH advises that if grant funding is terminated or reduced in the future, project staff would be terminated or reduced accordingly. As reflected above, the proposed grant augmentation funds would provide an additional .75 FTE staff to the Department.

6. Attached is the Health Commission's "Summary of Grant Request" as prepared by DPH for the proposed grant augmentation.

Recommendations: Approve the proposed legislation to authorize the DPH to accept and expend the grant augmentation.

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Department of Health Services
 Grantor Office of AIDS
 Contact Person Wayne Saucedo
 Address 744 P Street
Sacramento, CA 95814
 Amount Requested \$ \$54,987
 Term: From (7-1-90) To 6-30-91
 Health Commission 1-8-91 Board of Supervisors: Finance Committee _____
 Full Board _____

Division - CO/AIDS Div
 Section AIDS Office
 Contact Person Tim Piland V. K. Mudie
 Telephone 554-9132 554-9039
 Application Deadline n/a
 Notification Expected n/a

I. Item Description: Request to (supply for) (accept and expend) a (new) (~~continuation~~) (allocation) (augmentation to a grant in the amount of \$ 54,987 from the period of (7-1-90) to 6-30-91 to provide AIDS Pilot Care Project component of MGA 90-91 services.
 (Circle appropriate words)

II. Summary: (Concise summary, and statement of number of groups served, services and providers)

These augmentation funds will be used to enhance the current activities of the AIDS Pilot Care Project which includes AIDS case-management and home-based care coordination by public health nurses for People with AIDS or ARC.

III. Outcomes/Objectives:

The funds will be used to further the goal of the project to allow people with AIDS or debilitating ARC to have their care managed at home under their physician-directed medical care plan.

IV. Effects of Reduction or Termination of These Funds:

Loss of this augmentation allocation would impair the ability of the project to achieve its goal for 75 unduplicated clients per month; specifically, most of these funds will be used contractually to enhance services.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		497,612	54,987	+54,987	N/A	
Personnel		381,346	18,756	+18,756		
Equipment		500	0	+ 0		
*Contract Svc.		64,671	33,606	+33,606		
Mat. & Supp.		1,500	750	+ 750		
Facilities/Space		0	0	+ 0		
Other		11,460	0	+ 0		
Indirect Costs		38,135	1,875	+ 1,875		

VI. Data Processing

(see footnote above)

VII. Personnel

F/T CSC		6.75	0.75	+0.75
P/T CSC				
Contractual				

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
N/A

Will grant funded employees be retained after this grant terminates? If so, How?
No.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)
 Contractual funds will be used to enhance existing Pilot Care Project contracts.

Item 11 - File 146-91-12

Department: Department of Public Health (DPH)
Community Substance Abuse Services

Item: Resolution to accept and expend a subvention State grant

Grant Amount: \$3,339,619

Source of Grant: State Department of Alcohol and Drug Programs

Grant Period: January 31, 1991 through June 30, 1991.

Project: Substance Abuse Client Waiting List Reduction

Project Description: The Board of Supervisors previously approved a resolution authorizing the DPH to apply for, accept, and expend \$5,936,144 in State grant funds (File 146-89-62) for the Substance Abuse Client Waiting List Reduction project for the period of December 31, 1989 through December 31, 1990. The purpose of that grant was to help 11 community-based agencies and one City-operated agency reduce their waiting lists for residential, outpatient counselling and drug detoxification, and methadone maintenance services. The proposed grant subvention would extend funding to the same 11 community-based and one City-operated substance abuse treatment programs for the period from January 31, 1991 through June 30, 1991 to continue the Substance Abuse Client Waiting List Reduction program. The proposed State grant subvention funds have recently become available through a Federal subvention which restricts awards of this grant to existing State- and City-approved substance abuse treatment providers with waiting lists.

The 11 community-based agencies and one City-operated agency would use the grant funds to expand residential, outpatient counselling and drug detoxification, and methadone maintenance services to accommodate approximately 873 additional client slots. A client slot is a measure of service capacity, such as the availability of a bed in a residential facility. Each of the 11 community-based agencies and the one City-operated agency currently provides substance abuse treatment services for the City on a contractual basis. The 11 community-based agencies and one City-operated agency included in the State grant application are listed below:

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Project Budget:

**Grant Amount
Requested**

Asian American Recovery Services	\$76,214
Baker Places	120,564
Bay Area Addiction Research & Treatment (BAART) - Geary	169,288
Bay Area Addiction Research & Treatment (BAART) - Townsend	169,288
Chemical Awareness & Treatment (CAT) - Redwood Center	130,000
Bayview Hunter's Point Foundation Methadone	165,852
Bayview Hunter's Point Foundation Youth	66,495
Bayview Hunter's Point Foundation 18th St. Services	56,703
Bayview Hunter's Point Fdn Center for Problem Drinkers	15,575
Haight Ashbury Free Clinics Outpatient Drug Detox	550,464
Haight Ashbury Free Clinics Smith House	48,622
Liberation House	47,092
UCSF/PACE at Ward 93/SFGH	80,302
Walden House	1,487,985
Westside CMH/Inner City	48,543
Women's Inst. for Mental Health	39,222
Tom Smith Substance Abuse Treatment Center	<u>67,410</u>
Total	\$3,339,619

Indirect Costs: None

Required Match: None

- Comments:**
1. The proposed grant subvention funds did not require an application. Therefore, the proposed resolution does not include authorization from the Board of Supervisors to apply for the proposed grant subvention, and only includes authorization to accept and expend the proposed grant funds.
 2. The grantor does not permit indirect costs. As such, no funds would accrue to the General Funds for indirect costs associated with this grant project. However, Mr. Wayne

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Clark of the DPH reports that DPH is allowed to spend part of State block grant funds allocated to DPH for DPH administration.

3. The original Waiting List Reduction Grant awards were based on each individual agency's application being submitted directly to the State. Therefore DPH did not conduct a formal Request-For-Proposal (RFP) process. The proposed subvention from the State would be awarded to the same 11 agencies which were previously funded under the prior grant.

4. Mr. Clark reports that the DPH has received notification from the State that the amount of the grant subvention award is \$3,339,619. Mr. Clark further reports that although the grant period began January 31, 1991, the Substance Abuse Client Waiting List Reduction project is not currently incurring expenditures against the proposed grant funds.

5. Attached is the Health Commission's "Summary of Grant Request" as prepared by the DPH.

Recommendations: Approve the proposed State subvention grant.

Item No. **Health Commission - Summary of Grant Request** Rev. 4/10/90
 State of California
 Grantor Dept. of Alcohol and Drug Programs Division Mental Health, Substance Abuse & Forensic Service
 Contact Person N/A Section Community Substance Abuse Services
 Address 1700 K Street Contact Person Wayne Clark, Ph.D.
Sacramento, CA 95814 Telephone 255-3500
 Amount Requested \$ 3,339,619 Application Deadline N/A
 Term: From 1/31/91 To 6/30/91 Notification Expected 1/1/91
 Health Commission Board of Supervisors: Finance Committee
 Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) to a grant in the amount of \$ 3,339,619 from the period of 1/31/91 to 6/30/91
 (Circle appropriate words) to ~~provide~~ reduce client waiting lists for substance abuse tx. services.

II. Summary: (Concise summary; need addressed; number & groups served; services and providers)
Please refer to Page 1b attached.

III. Outcomes/Objectives:
Please refer to Page 1b.

IV. Effects of Reduction or Termination of These Funds:
Please refer to Page 1b.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount	<u>N/A</u>	<u>5,936,144</u>	<u>3,339,619</u>	<u>2,596,525</u>	<u>N/A</u>	<u>N/A</u>
Personnel	<u> </u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u> </u>	<u> </u>
Equipment	<u> </u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u> </u>	<u> </u>
* Contract Svc.	<u> </u>	<u>5,936,144</u>	<u>3,339,619</u>	<u>2,596,525</u>	<u> </u>	<u> </u>
Mat. & Supp.	<u> </u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u> </u>	<u> </u>
Facilities/Space	<u> </u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u> </u>	<u> </u>
Other	<u> </u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u> </u>	<u> </u>
Indirect Costs	<u> </u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u> </u>	<u> </u>

VI. Data Processing

(form included above)

VII. Personnel

F/T CSC N/A N/A
 P/T CSC N/A N/A
 Contractual: All Contract staff are detailed in budgets for renewal contracts and modifications which are reviewed by the Health Commission.
 Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
Not Applicable

Will grant funded employees be retained after this grant terminates? If so, How?
No; employees funded through this State subvention, if any, will have employment terminated if no other grant funds are available to continue services.

***VIII. Contractual Services:** Open Bid Sole Source X (if sole source, attach Request for Exemption Form)

Authorizing DPH/CSAS to accept and expend a subvention/augmentation/continuation from the State of California, Department of Alcohol and Drug Programs in the amount of \$3,339,619 to reduce client waiting lists for substance abuse treatment services.

II. Summary:

This is a State of California, Department of Alcohol and Drug Program augmentation and extension of the Waiting List Reduction Grant to reduce client waiting lists for substance abuse treatment services. The original Waiting List Reduction Grant was approved by the Health Commission and Board of Supervisors, File No. 146-89-62, Res. No. 820-89. Under the terms of the original grant, each interested substance abuse treatment agency completed and submitted its own request for funds through the Department's Community Substance Abuse Services.

The State of California chose to subvene funds to extend these services through June 30, 1991. Its most recently revised fund allocation letter shows \$ 1,634,491 allocated to date. The State's Department of Alcohol and Drug Programs has informed CSAS that this amount will be increased to \$ 3,339,619 to continue services through June 30, 1991.

✓ No indirect costs are permitted for these funds. However, for the Commission's and Board's consideration the Department is allowed to spend 10% of the State's block grant funds on administration.

The original Waiting List Reduction Grant awards were based on each individual agency's application and therefore could not be subjected to a formal request-for-proposals (RFP). This subvention from the State is awarded only to those same agencies which require funds for continuation of services.

III. Outcomes/Objectives:

It is the City's and State's objective to reduce client waiting lists for substance abuse treatment services at various treatment agencies which have been unable to provide services to potential clients within 30 days of application for admission.

IV. Effects of Reduction or Termination of These Funds:

Should these funds be reduced or terminated, the additional services provided by each agency will be proportionately reduced or terminated.

Item 12 - File 172-91-1

Department: Department of Public Health (DPH),
Community Substance Abuse Services (CSAS)

Item: Resolution authorizing the Department of Public Health to enter into an agreement with the State of California, Department of Rehabilitation.

Program: Vocational Rehabilitation Services

Agreement Period: July 1, 1990 through June 30, 1991

Description: Under the proposed agreement between the City and the State Department of Rehabilitation (DOR), the State DOR provides vocational rehabilitation services including referral and counseling services to residents of San Francisco who are alcohol abusers involved in alcohol treatment programs funded by CSAS. The State Department of Alcohol and Drug Programs (ADP) mandates that these services be provided to San Francisco residents that are identified by CSAS as recovering alcoholics.

The total cost of the vocational rehabilitation services is \$192,326. Of the \$192,326, the State DOR funds 77% (\$148,091). The balance of \$44,235, includes a \$40,479 grant from ADP and \$3,756 required as a City match to the State ADP grant. Funding for the total cost of the vocational rehabilitation services is outlined below:

	<u>Amount</u>	<u>Percentage</u>
State Department of Alcohol and Drug Programs (ADP) grant to the City	\$40,479	21
Required City's Match to State ADP grant	<u>3,756</u>	<u>2</u>
Subtotal	\$44,235	23
State Department of Rehabilitation Funding	<u>148,091</u>	<u>77</u>
Total Program Cost	<u>\$192,326</u>	<u>100</u>

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Program Budget:	Personnel (2.94 FTE)	\$86,589
	Fringe Benefits	27,579
	Operating Expenses	62,077
	Overhead	<u>16,081</u>
	Total	\$192,326

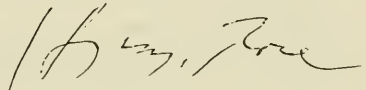
This \$192,326 is to be administered and expended entirely by the State Department of Rehabilitation for the provision of vocational rehabilitation services provided to San Francisco residents.

**No. of Persons
To Be Served:** 301 unduplicated clients

- Comments:**
1. Mr. Wayne Clark of the DPH reports that the required City's match of \$3,756 has been budgeted in the DPH 1990-91 budget.
 2. This proposed agreement became effective July 1, 1990. Mr. Michael Hart of DPH reports that this request is submitted at this time because the Board of Supervisors authorized the DPH in April 1990, through a prior resolution (File 30-90-3), to extend certain one-year health services contracts for FY 1990-91 on an interim month-to-month basis pending the Controller's certification of the contract renewals or December 31, 1990, whichever date was earlier. As a result of this prior resolution, the proposed agreement was extended through December 31, 1990. Mr. Hart further reports that the State Department of Rehabilitation has continued to incur expenditures for the project since December 31, 1990.
 3. Mr. Hart advises that the authorization to enter into this agreement with the State of California, Department of Rehabilitation should be retroactive to July 1, 1990.
 4. The ADP grant is an annual direct allocation from the State to the City and has been budgeted as revenues in DPH's 1990-91 budget. Therefore, the Department has not requested the Board of Supervisor's authorization to apply for, accept and expend the ADP grant.

BOARD OF SUPERVISORS
BUDGET ANALYST

Recommendation: Amend the proposed resolution to authorize the DPH to enter into this agreement with the State retroactively.
Approve the proposed resolution as amended.



Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

SF
S90.25
#2
2/20/91

CALENDAR - ACTIONS TAKEN
MEETING OF
FINANCE COMMITTEE
BOARD OF SUPERVISORS
CITY AND COUNTY OF SAN FRANCISCO

WEDNESDAY, FEBRUARY 20, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

REGULAR CALENDAR

1. File 101-90-47. [Government Funding] Ordinance appropriating \$37,914,100, Cleanwater Program, for capital improvement project (Lake Merced Transport Plan). RO #90157. (Controller)

(Consideration continued from 2/13/91)

ACTION: Hearing held. Consideration continued to 3/6/91.

2. File 97-91-5. [Library Commission Acceptance of Gifts] Ordinance amending Administrative Code by adding Section 10-117-107 thereof, relating to acceptance of gifts by the Library Commission for the construction of additions or enhancements to the New Main Library. (Public Library)

(Consideration continued from 2/13/91)

DOCUMENTS

FEB 26 1991

SAN FRANCISCO
PUBLIC LIBRARY

ACTION: Hearing held. Consideration continued to 2/27/91.

3. File 101-90-58. [Government Funding] Ordinance appropriating \$14,000, Board of Supervisors, for other contractual services; providing for ratification of action previously taken. RO #90179. (Controller)

ACTION: Hearing held. Consideration continued to 2/27/91.

4. File 101-90-59. [Government Funding] Ordinance appropriating \$700,000, Parking & Traffic, for capital improvement project (Polk-Bush Garage). RO #90185. (Controller)

ACTION: Hearing held. Amended on lines 2, 10 and 12 to reduce "\$700,000" to "\$687,500" (estimated amount needed for contingencies is \$12,500 less than amount requested - see budget analyst report in file dated 2/20/91, page 11).

New Title: "[Government Funding] Appropriating \$687,500 for Capital Improvement Project (Polk-Bush Garage), Parking and Traffic, for Fiscal Year 1990-91".

Recommended as amended.

5. File 101-90-60. [Government Funding] Ordinance appropriating \$104,300, Sheriff Department, to purchase automotive vehicles. RO #90184. (Controller)

ACTION: Hearing held. Amended on lines 2, 11 and 12 to reduce "\$104,300" to "\$101,883" (purchase and lease/purchase cost is \$2,417 less than the proposed purchase and lease/purchase plan for used vehicles detailed in Attachment 1 provided by the Sheriff's Department - see budget analyst report in file dated 2/20/91, page 16).

New Title: "[Government Funding] Appropriating \$101,883 to purchase automotive vehicles, Sheriff Department, for Fiscal Year 1990-91".

Recommended as amended.

6. File 101-90-61. [Government Funding] Ordinance appropriating \$200,000 for legal services and rescinding \$200,000 from capital improvement project (Remote Data Acquisition and Control), Hetch Hetchy for Fiscal Year 1990-91. RO #90187. (Controller)

ACTION: Hearing held. Recommended.

7. File 101-90-62. [Government Funding] Ordinance appropriating \$300,000 for legal services and rescinding \$300,000 from capital improvement project (Moccasin Shop Buildings), Hetch Hetchy for Fiscal Year 1990-91; providing ratification of action previously taken. RO #90188. (Controller)

ACTION: Hearing held. Recommended.

8. File 101-90-63. [Government Funding] Ordinance appropriating \$3,000,000, Port Commission, for judgment and claims. (Supervisor Gonzalez)

ACTION: Hearing held. Recommended.

9. File 64-91-3. [Lease of Real Property] Resolution authorizing a new lease of real property at Bayview Plaza Shopping/Office Center, Third Street and Evans Avenue, Suite 600, San Francisco, for the Department of Public Works' Clean Water Program. (Real Estate Department)

ACTION: Hearing held. Consideration continued to 3/6/91.

10. File 97-91-7. [Public Health Contracts] Ordinance amending Administrative Code by adding Section 19A.25, to permit the Department of Public Health to enter into agreements with the San Francisco Community Clinic Consortium enabling the Department of Public Health to participate in health care services. (Department of Public Health)

ACTION: Hearing held. Amended to provide that agreements be retroactive to January 1, 1990 (see new title and page 1, line 16; after "agreements" insert ", retroactive to January 1, 1990,").

New Title: "[Public Health - Contracts] Amending Chapter 19A, Article I of the San Francisco Administrative Code by adding Section 19A.25 to permit the Department of Public Health to enter into agreements, retroactive to January 1, 1990, with the San Francisco Community Clinic Consortium enabling the Department of Public Health to participate in health care services".

Recommended as amended.

11. File 172-90-26. [Contract] Resolution approving the contract between the City and County of San Francisco, Department of Public Health and Health Management Systems, Inc., to provide electronic claims submission services. (Department of Public Health)

(Consideration continued from 1/2/91)

ACTION: Hearing held. Amended to require that Department of Public Health submit a written cost evaluation of services approved by the resolution to the Board of Supervisors six months after the initiation of the services (see new title and line 22; after "agreement" add "; and be it further resolved, that the Board's approval is conditioned upon the Department of Public Health submitting a written evaluation of the services approved by this resolution to the Board, which evaluation would include data on increased revenues, increased costs and any cost reductions resulting from the services. This data should address the issue of whether the net actual additional dollar benefit to San Francisco General Hospital resulting from these services will exceed the potential annual fee of \$1.5 million to be paid to the contractor. This evaluation shall be submitted to the Board six months after the initiation of these services.")

New Title: "[Contract] Approving the contract between the City and County of San Francisco, Department of Public Health, and Health Management Systems, Inc., to provide electronic claims submission services, conditioned upon the Department of Public Health submitting an evaluation of these services to the Board of Supervisors six months after the initiation of these services".

Recommended as amended.

12. File 53-91-1. [Islais Creek - State Revolving Fund Loan] Resolution finding and determining that the Islais Creek transport/storage facilities project will protect and preserve the environment and that the use of loan funds is the most cost-effective method of financing the project; authorizing the Director of Public Works to apply for and enter into loan agreements not to exceed \$93 million. (Supervisor Gonzalez on behalf of the Chief Administrative Officer)

ACTION: Hearing held. Recommended.

13. File 68-91-1. [Grant Application Funds] Resolution authorizing the Mayor's Office of Community Development to apply for, accept and expend a grant in the amount of \$422,000, from the U.S. Department of Housing and Urban Development (HUD) for a project entitled "Emergency Shelter Grant Program"; requiring matching funds of \$422,000. (Mayor's Office of Community Development)

ACTION: Hearing held. Recommended.

14. File 133-91-2. [Household Hazardous Waste Grant] Resolution authorizing the Chief Administrative Officer to apply for \$40,000 in Household Hazardous Waste Grant funding from the California Integrated Waste Management Board (CIWMB) providing for ratification of action previously taken. (Chief Administrative Officer)

ACTION: Hearing held. Consideration continued to 2/27/91.

15. File 146-91-19. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, Forensic Youth Services (YGC) as a sub-grantee in collaboration with Larkin Street Youth Services, as prime grantee, to accept and expend a continuation allocation of \$17,500 from the Department of Health and Human Services, Office of Human Development Services, for health and substance abuse services to homeless youth. (Mayor)

ACTION: Hearing held. Recommended.

16. File 146-91-20. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, to accept and expend an augmentation to a grant of \$97,532 from the State Department of Health Services for WIC Services funded by the grant. (Mayor)

ACTION: Hearing held. Consideration continued to 2/27/91.

17. File 100-89-1.22. [Release of Funds] Requesting release of reserved funds, Fire Department/Consent Decree Program, in the amount of \$23,000, for management training. (Fire Department)

ACTION: Hearing held. Consideration continued to the Call of the Chair.

18. File 133-89-1.1. [Release of Funds] Requesting release of reserved funds, Chief Administrative Officer, in the amount of \$50,000, for recycling internships and site improvements. (Chief Administrative Officer)

ACTION: Hearing held. Question divided. Question of release of reserved funds in the amount of \$25,000 for site improvements recommended. Release of \$25,000 recommended. Filed.

File 133-89-1.2. [Release of Funds] Question of release of reserved funds in the amount of \$25,000, for recycling internship program severed. Consideration continued to 2/27/91.

19. File 100-90-1.12. [Release of Funds] Requesting release of reserved funds, Police Department, in the amount of \$346,000, for overtime. (Police Department)

ACTION: Hearing held. Release of \$346,000 recommended. Filed.

20. File 101-90-36.1. [Release of Funds] Requesting release of reserved funds, Department of Parking and Traffic, in the amount of \$1,000,000, for hiring a consultant to perform environmental evaluation on the proposed San Francisco General Hospital parking garage and usage for toxic clean up costs on the project site. (Department of Parking and Traffic)

ACTION: Hearing held. Amended to reduce release of reserve amount by \$525,148, from \$1,000,000 to \$474,852 (Department of Parking and Traffic's estimated costs are \$162,850 for environmental impact report and \$312,002 for toxic materials clean up for a total amount of \$474,852 - see budget analyst report in file dated 2/20/91, page 68). Release of \$525,148 recommended. Filed.

21. File 132-91-1. [Grant Application Funds] Requesting authorization for the San Francisco Art Commission to submit a grant application for grant funds in the amount of \$70,000 from the California Arts Council for a project entitled "State-Local Partnership Grant", requiring matching funds of \$70,000. (Art Commission)

ACTION: Hearing held. Resolution (as presented by Department) entitled: "[Grant - State Funds] Authorizing the San Francisco Art Commission to apply for, retroactively, \$70,000 of California Arts Council funds to support information and referral services to artists seeking combined living and studio space; to provide arts education resources linking schools and community centers to artists and arts organizations; to establish re-granting guidelines, application screening and review processes for funds available for youth through the MUNI Bus Shelter Program and to expand those funds; and to support the exhibition of works of Bay Area artists at the Art Commission Gallery" prepared in/reported out of Committee. Recommended.

22. File 132-91-2. [Grant Application Funds] Requesting authorization for the San Francisco Art Commission - Neighborhood Arts Program, to submit a grant application for grant funds in the amount of \$149,298 from the Grants for the Arts, for a project entitled "Support for NAP Programs in Communities, Cultural Centers contractual costs". (Art Commission)

ACTION: Hearing held. Filed.

SPECIAL ORDER - 4:00 P.M.

23. File 101-90-57. [Government Funding] Ordinance appropriating \$17,903,602, Airports Commission, for various capital improvement projects. RO #90167. (Controller)

(Consideration continued from 2/13/91)

ACTION: Hearing held. Amended to reserve 85 percent (total of \$15,218,062) of the amount requested for each project pending selection of the outside contractors and determination of MBE/WBE status, and pending release by the Finance Committee (see file for details) (see new title and Section 2, which reads "Eighty-five percent (85%) of the funds, totalling \$15,218,062, for each Capital Improvement Project are placed on reserve, pending selection of the outside contractors and determination of MBE/WBE status, and pending release by the Finance Committee").

New Title: "[Government Funding] Appropriating \$17,903,602 for various Capital Improvement Projects, Airport Commission for Fiscal Year 1990-91; placing \$15,218,062 on reserve".

Recommended as amended.

2/20/91 - As amended in Committee

Finance

FILE NO 101-90-59

ORDINANCE NO. _____

RO #90185 SA #108

1 (Government Funding)
\$687,500

2/20/91 2 APPROPRIATING ~~\$700,000~~ FOR CAPITAL IMPROVEMENT PROJECT (POLK-BUSH GARAGE), PARKING
j11 3 AND TRAFFIC, FOR FISCAL YEAR 1990-91.

4
5 Be it ordained by the People of the City and County of San Francisco:

6 Section 1. Funds are hereby appropriated for Fiscal Year 1990-91 as follows:

7	DEPARTMENT AND NUMBER	SOURCE OF FUNDS AND PURPOSE OF APPROPRIATION	AMOUNT DEBIT CREDIT
8	02-071	Off-Street Parking Fund	
2/20/91 9	36-00-00	Parking Authority	\$ 687,500
j11 10	G.L. 490 (003327)	Unappropriated Revenue	~~\$ 700,000~~
11	Project 620-01	Polk-Bush Garage	
2/20/91 12	20-2030 (353144)	Capital Improvement Project	\$ 687,500 ~~\$ 700,000~~
j11			

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16 APPROVED AS TO FORM:
LOUISE H. REMNE, CITY ATTORNEY

FUNDS AVAILABLE:

17
18 BY: *Yvonne E. Linder*
19 DEPUTY CITY ATTORNEY

Samuel D. Goch
CONTROLLER

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2/20/91 - As amended in Committee

FILE NO 101-90-60

ORDINANCE NO. _____

RD #90184 SA #88

1 (Government Funding)
2 \$101,883
2/20/91 jll 2 APPROPRIATING ~~\$104,300~~ TO PURCHASE AUTOMOTIVE VEHICLES, SHERIFF DEPARTMENT FOR
3 FISCAL YEAR 1990-91.

4
5 Be it ordained by the People of the City and County of San Francisco:

6 Section 1. Funds are hereby appropriated for Fiscal Year 1990-91 as follows:

7	DEPARTMENT AND NUMBER	SOURCE OF FUNDS AND PURPOSE OF APPROPRIATION	AMOUNT DEBIT	CREDIT
8	02-503	State Authorized Special Revenue Fund		
9	06-00-00	Sheriff		
2/20/91 jll 10	Project 011-00	AB 1109 Vehicle Replacement	\$ 101,883	
11	70-7025 (050393)	Sheriff's Fees	~~\$ 104,300~~	
2/20/91 jll 12	22-2201 (305086)	Automotive Vehicles		\$ 101,883 ~~\$ 104,300~~

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17 APPROVED AS TO FORM:
LOUISE H. RENNE, CITY ATTORNEY

FUNDS AVAILABLE:

18
19 BY: Yvonne E. Loefer
DEPUTY CITY ATTORNEY

Samuel D. Gochney
CONTROLLER

20
21
22 ~~NOT REPRODUCIBLE~~

FILE NO 97-91-7

ORDINANCE NO. _____

(Public Health-Contracts)

AMENDING CHAPTER 19A, ARTICLE I OF THE SAN FRANCISCO ADMINISTRATIVE CODE BY
ADDING SECTION 19A.25 TO PERMIT THE DEPARTMENT OF PUBLIC HEALTH TO ENTER INTO
, retroactive to January 1, 1990,
AGREEMENTS WITH THE SAN FRANCISCO COMMUNITY CLINIC CONSORTIUM ENABLING THE
DEPARTMENT OF PUBLIC HEALTH TO PARTICIPATE IN HEALTH CARE SERVICES.

NOTE: ALL LANGUAGE IS NEW.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Chapter 19A, Article I of the San Francisco Administrative
Code is hereby amended by adding Section 19A.25 thereof to read as follows:

Section 19A.25. AGREEMENTS WITH THE SAN FRANCISCO COMMUNITY CLINIC
CONSORTIUM FOR HEALTH CARE SERVICES. (a) The Director of Public Health, with
the approval of the Health Commission, is hereby authorized to enter into and
, retroactive to January 1, 1990,
execute written agreements on behalf of the City and County of San Francisco
with the San Francisco Community Clinic Consortium to participate in projects
related to health care services and health care provider services in order to
benefit the programs provided the residents of San Francisco. Said agreements
shall be substantially in conformance with the form of agreements on file with
the Clerk of the Board of Supervisors in File No. 97-91-7.
(b) If said agreements contain a provision in which the City and County of
San Francisco defends, indemnifies or holds harmless the San Francisco Clinic
Consortium, the provision shall be the following:

Each party shall keep, defend, indemnify and hold harmless the other
party and all of the officers, agents and employees of such other party
from and against claims, damages, expenses or liabilities for loss or
damage to property, or from death or injury to any person or persons in
proportion to or to the extent such claims, damages, expenses or
liabilities are caused by or result from the negligent or intentional
acts or omissions of that party, its officers, agents or employees.

Public Health

FILE NO. 172-90-26

RESOLUTION NO. _____

[Contract]

1 APPROVING THE CONTRACT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO, DEPARTMENT OF
 2 PUBLIC HEALTH, AND HEALTH MANAGEMENT SYSTEMS, INC. TO PROVIDE ELECTRONIC CLAIMS
 3 SUBMISSION SERVICES, CONDITIONED UPON THE DEPARTMENT OF PUBLIC HEALTH SUBMITTING
 4 AN EVALUATION OF THESE SERVICES TO THE BOARD OF SUPERVISORS SIX MONTHS AFTER THE
 5 INITIATION OF THESE SERVICES.

6
 7 WHEREAS, The Department of Public Health desires to capture revenue through
 8 an electronic claims submission contract with Health Management Systems, Inc.; and

9 WHEREAS, The cost of said contract, which would not exceed twelve and one half
 10 percent (12.5%) of revenues collected, total not to exceed one million dollars
 11 (\$1,000,000) annually; and

12 WHEREAS, Chapter 1, Section 1.28 of the San Francisco Administrative Code
 13 requires that such contracts be approved by the Board of Supervisors; now,
 14 therefore, be it

15 RESOLVED, That the contract between the City and County of San Francisco,
 16 Department of Public Health, and Health Management Systems, Inc., to provide
 17 electronic claims submission services, as fully set forth in File No. 172-90-26
 18 of this Board of Supervisors, be and it is hereby approved for the period of forty
 19 months from the date the Controller of the City and County of San Francisco
 20 certifies the agreement; and, be it

21 FURTHER RESOLVED, That the Board's approval is conditioned upon the Department
 22 of Public Health submitting a written evaluation of the services approved by this
 23 resolution to the Board, which evaluation would include data on increased revenues,
 24 increased costs and any cost reductions resulting from the services. This data
 25 should address the issue of whether the net actual additional dollar benefits to
 26 San Francisco General Hospital resulting from these services will exceed the
 27 potential annual fee of \$1.5 million to be paid to the contractor. This evaluation
 28 shall be submitted to the Board six months after the initiation of these services.

RECOY?INDED:

APPROVED:

Florence Stroud, M.N., M.P.H.
 Acting Director of Health

Health Commission

BOARD OF SUPERVISORS

(See File for Departmental Signatures)

FILE NO. 132-91-1

RESOLUTION NO. _____

(Grant - State Funds)

1
2
3 AUTHORIZING THE SAN FRANCISCO ART COMMISSION TO APPLY FOR,
4 RETROACTIVELY, \$70,000 OF CALIFORNIA ARTS COUNCIL FUNDS TO
5 SUPPORT INFORMATION AND REFERRAL SERVICES TO ARTISTS SEEKING
6 COMBINED LIVING AND STUDIO SPACE; TO PROVIDE ARTS EDUCATION
7 RESOURCES LINKING SCHOOLS AND COMMUNITY CENTERS TO ARTISTS AND
8 ARTS ORGANIZATIONS; TO ESTABLISH RE-GRANTING GUIDELINES,
9 APPLICATION SCREENING AND REVIEW PROCESSES FOR FUNDS AVAILABLE
10 FOR YOUTH THROUGH THE MUNI BUS SHELTER PROGRAM AND TO EXPAND
11 THOSE FUNDS; AND TO SUPPORT THE EXHIBITION OF WORKS BY BAY AREA
12 ARTISTS AT THE ART COMMISSION GALLERY.

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Whereas, The California Arts Council and the California State
Legislature have established a State-Local Partnership Program designed to
encourage local cultural planning and decision-making and to reach
previously underserved constituents; and

Whereas, The Board of Supervisors of the City and County of San
Francisco has designated the Art Commission as Local Partner to execute the
cultural planning process under the State-Local Partnership Program; and

Whereas, The expansion of arts education, artists live/work housing
and support for individual artists are all identified as clear needs in the
proposed Arts Policy Plan for the City and County of San Francisco; and

Whereas, The Art Commission intends to address those needs by
providing staff support and special projects, including the budgeting of the
required matching funds of \$70,000, as follows:

1) Provide support for the Arthouse Program of information and
referral for artists live/work space, the model now replicated state-wide;

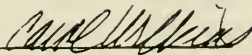
2) Provide part time administration for a re-granting program focused
on arts education for youth;

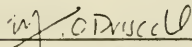
3) Provide part time staff to facilitate the connections among arts
organizations, artists and schools and community centers and to produce
information on arts education programs for those entities as well as the
general public;

4) Expand the Youth Arts Fund allocated through the MUNI bus
shelter program to bring more arts experiences to San Francisco youth, and

5) To provide professional fees for artists exhibiting works at the Arts
Commission Gallery, as well as administrative and technical assistance,
graphic design and exhibit documentation; now therefore be it

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3
4 RESOLVED, That the San Francisco Art Commission is authorized to
5 apply for, retroactively, \$70,000 of California Arts Council funds to support
6 information and referral services to artists seeking combined living and
7 studio space; to provide arts education resources linking schools and
8 community centers to artists and arts organizations; to establish re-granting
9 guidelines, application screening and review processes for funds available
10 for youth through the MUNI Bus Shelter Program and to expand those funds,
11 and to support the exhibition of works by Bay Area artists at the Art
12 Commission Gallery.
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26 By 
27 Office of the Mayor
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29 By 
30 Art Commission

FILE NO 101-90-57

ORDINANCE NO. _____

RD #90167 SA #94

1 (GOVERNMENT FUNDING)

2 APPROPRIATING \$17,903,602 FOR VARIOUS CAPITAL IMPROVEMENT PROJECTS, AIRPORT

/20/91
jll 3 COMMISSION FOR FISCAL YEAR 1990-91; PLACING \$15,218,062 ON RESERVE.

4 Be it ordained by the People of the City and County of San Francisco:

5
6 Section 1. Funds are hereby appropriated for Fiscal Year 1990-91
7 as follows:
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DEPARTMENT AND NUMBER	SOURCE OF FUNDS AND PURPOSE OF APPROPRIATION	AMOUNT	
		DEBIT	CREDIT
30-700	Approved Capital Projects Fund		
G.L. 495 (000786)	Use of Surplus	\$7,466,608	
27-05-51	Airport - Technical Services		
Project 750-01	Groundside Improvements		
20-2030 (570614)	Capital Improvement Project		* \$7,466,608
	T o t a l	<u>\$7,466,608</u>	<u>\$7,466,608</u>
30-863	1967 Airport Bonds		
G.L. 495 (022061)	Use of Surplus	\$56,756	
27-04-00	1967 Airport Bonds		
Project 200-01	Airfield Improvements		
20-2030 (327510)	Capital Improvement Project		* \$56,756
	T o t a l	<u>\$56,756</u>	<u>\$56,756</u>
30-869	1975 Airport Revenue Bonds		
G.L. 495 (022079)	Use of Surplus	\$382,135	
27-04-00	1975 Airport Bond Project		
Project 300-01	Terminal Improvements		
20-2030 (327619)	Capital Improvement Project		* \$382,135
	T o t a l	<u>\$382,135</u>	<u>\$382,135</u>

	DEPARTMENT AND NUMBER	SOURCE OF FUNDS AND PURPOSE OF APPROPRIATION	AMOUNT	
			DEBIT	CREDIT
3	30-871	1977 Airport Revenue Bonds		
4	G.L. 495 (007229)	Use of Surplus	\$483,130	
5	27-04-00	1977 Airport Bond Project		
6	Project 100-01	Utilities Improvement		
7	20-2030 (327833)	Capital Improvement Project		*\$483,130
8		T o t a l	<u>\$483,130</u>	<u>\$483,130</u>
9				
10	30-872	1981 Airport Revenue Bonds		
11	G.L. 495 (007237)	Use of Surplus	\$4,475,268	
12	27-04-00	1981 Airport Bond Project		
13	Project 300-01	Terminal Improvements		
14	20-2030 (573964)	Capital Improvement Project		*\$2,000,000
15	Project 400-01	Groundside Improvements		
16	20-2030 (573964)	Capital Improvement Project		*\$2,000,000
17	Project 500-01	Airport Surplus Area		
18	20-2030 (573964)	Capital Improvement Project		*\$ 475,268
19		T o t a l	<u>\$4,475,268</u>	<u>\$4,475,268</u>
20				
21	30-873	1983 Airport Revenue Bonds		
22	G.L. 495 (007245)	Use of Surplus	\$3,018,705	
23	27-04-00	1983 Airport Bond Project		
24	Project 300-01	Terminal Improvements		
25	20-2030 (574202)	Capital Improvement Project		* \$2,000,000
26	Project 500-01	Airport Support Area		
27	20-2030 (574202)	Capital Improvement Project		* \$1,018,705
28		T o t a l	<u>\$3,018,705</u>	<u>\$3,018,705</u>
29				
30				

DEPARTMENT AND NUMBER	SOURCE OF FUNDS AND PURPOSE OF APPROPRIATION	AMOUNT	
		DEBIT	CREDIT
30-875	1990 Airport Revenue Bonds		
G.L. 495 (013128)	Use of Surplus	\$2,021,000	
27-04-00	1990 Airport Bond Projects		
Project 300-01	Terminal Improvements		
20-2030 (572115)	Capital Improvement Project		*\$2,021,000
	Total	\$2,021,000	\$2,021,000
	Grand Total	\$17,903,602	\$17,903,602

*Section 2. Eighty-five percent (85%) of funds, totalling \$15,218,062, for each Capital Improvement Project are placed on reserve, pending selection of the outside contractors and determination of MBE/WBE status, and pending release by the Finance Committee.

371-WPPSPGEN (1&2&3)

APPROVED AS TO FORM:
LOUIS H. RENNE, CITY ATTORNEY

FUNDS AVAILABLE:

BY: BSU
DEPUTY CITY ATTORNEY

Samuel D. Gockley, Jr.
CONTROLLER

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

February 20, 1991

TO: Finance Committee

FROM: Budget Analyst - recommendations

SUBJECT: February 20, 1991 Finance Committee Meeting

DOCUMENTS DEPT.

FEB 21 1991

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Item 1 - File 101-90-47

Note: This item was continued from the Finance Committee's meeting of February 13, 1991.

Department: Department of Public Works, Clean Water Program (CWP)

Item: Supplemental Appropriation Ordinance appropriating funds for the Lake Merced Transport Plan Capital Improvement Project, Clean Water Program, for Fiscal Year 1990-91.

Amount: \$37,914,100

Source of Funds: \$33,914,100 State Revolving Loan funds
4,000,000 1988 Sewer Revenue Bonds

Description: The proposed funding would finance the construction of the Lake Merced Transport system, which is intended to reduce the occurrence of sewage overflow into the ocean during the rainy season.

The project includes an 8,350 foot tunnel and connecting structures that would begin at the Sloat Blvd and Great Highway parking lot, proceed under the Great Highway extension, Skyline Boulevard, and John Muir Drive and end at the existing Lake Merced Pump Station. The tunnel would eventually be connected to the Westside Transport with ultimate treatment and disposal of sewage at the new Oceanside Treatment Plant and Ocean Outfall.

In March of 1989, the Board of Supervisors approved the facility plan and the final Negative Declaration by the Planning Department for the Lake Merced Transport project. In December of 1990, the Board of Supervisors authorized DPW to apply for a State loan to help finance the project. The proposed ordinance would appropriate State loan funds totalling \$33,914,100 and \$4,000,000 from the 1988 Sewer Revenue Bond Fund.

The CWP has provided the following preliminary estimates of the Project costs:

Construction	\$31,000,000
Construction Contingency (10%)	3,100,000
Non-Construction costs	<u>3,814,100</u>
Total	\$37,914,100

According to Ms. Sara Pickus of the CWP, non-construction costs include estimated expenditures for an environmental compliance monitor, construction inspectors, in-house contract administration and design changes, and other City related costs.

Comments:

1. According to CWP, the contractor will construct the tunnel underground using existing soft ground tunneling methods. Potential contractors have been pre-qualified to bid on the contract to assure adequate technical experience and safety record for this type of work. CWP expects construction to begin on April 15, 1991.
2. The CWP has selected Traylor/Shea, a joint venture, to perform the construction work. The following construction bids were submitted:

<u>Bidder</u>	<u>Amount</u>
Traylor/Shea (Joint Venture)	\$21,828,000
Frontier-Kemper/Wayss & Freytag (Joint Venture)	24,981,879
Ohbayashi Corporation	27,525,000
Frank Coluccio Construction Inc.	28,937,464
Dillingham/Del Favars (Joint Venture)	31,983,521
Guy F. Atkinson/Grow Tunneling Corp. (Joint Venture)	34,666,826

3. Ms. Pickus advises that the bid packets have been delivered to the Human Rights Commission for certification of MBE/WBE/LBE status and plans. The Human Rights Commission (HRC) is in the process of evaluating the bids for compliance with the MBE/WBE/LBE Ordinance, and CWP does not expect to receive a written report from the HRC for another week to two weeks. Ms. Pickus also reports that finalization of construction cost estimates and budget would depend on which bid is accepted and certified by the HRC. Therefore, the CWP has requested that this item be continued for two weeks to allow the HRC to evaluate bid compliance with MBE/WBE/LBE requirements and to enable the Department to prepare final cost estimates on the project.

4. The Budget Analyst notes that, including a construction contingency of ten percent, the successful bid of \$21,828,000 is \$10 million less than the preliminary cost estimate provided by CWP. Because of the lower bid amount, the amount of this proposed supplemental appropriation request should be reduced. The Budget Analyst will make a specific recommendation to reduce the request once the low bid is certified by the Human Rights Commission and CWP finalizes and provides all budgeted costs for the project.

Recommendation: Continue the proposed ordinance for two weeks in order to obtain the necessary MBE/WBE/LBE and budgetary information, as requested by CWP.

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Item 2 - File 97-91-5

Note: This item was continued from the February 13, 1991 Finance Committee meeting.

Department: Public Library

Item: Ordinance to amend the Administrative Code by adding Section 10.117-107 to authorize the acceptance of gifts by the Library Commission for the construction of additions or enhancements to the New Main Library.

Description: The proposed Section 10.117-107 of the San Francisco Administrative Code, entitled Library Commission Acceptance of Gifts for the New Library, would authorize the Library Commission to accept all gifts, donations, and contributions of money, property and personal services for the construction of additions or enhancements to the New Main Library. A Special Fund would be established for acceptance of the gifts entitled the Library Department Construction Fund. Interest earned from the proposed Special Fund would accrue to the Fund.

In addition, the proposed amendment would authorize the City Librarian, with approval by the Library Commission, to approve expenditures from the Fund for the New Main Library. Such expenditures would include the following:

1. Payment for the construction of additions or enhancements.
2. Payment of architecture and inspection charges to the Department of Public Works (DPW).
3. Payment of fees to outside architects, interior designers, and engineers for design services.
4. Payment for furniture and equipment.

As is presently proposed under this ordinance, the acceptance of all future gifts as well as the expenditure of all cash gifts would be accomplished by the Public Library without the approval of the Board of Supervisors.

Mr. Kenneth Dowlin, City Librarian, reports that, "the proposed amendment was designed by the City Attorney's Office to spare the Board of Supervisors and the Library the labor-intensive submission of each individual gift for acceptance by the Board of Supervisors", regardless of the value of the gift.

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Comments:

1. The Library Foundation, a nonprofit organization formed to raise additional funds for the New Main Library, is currently embarking on a fund-raising drive to raise \$30 million to augment the \$109 million General Obligation Bond funds, of which \$104.5 million is dedicated to the New Main Library and \$4.5 million is dedicated to renovations to existing branch libraries. San Francisco voters approved these bond funds in 1988. Article 13A Section 1(b) of the California Constitution prohibits the use of such bond monies for furniture, fixtures and equipment. The fund-raising drive would raise funds to purchase these items, to build additions and enhancements to the New Main Library, to pay for DPW architectural and inspection expenses, and to contract with outside architects, interior designers, and engineers for design services.

2. Mr. Dowlin reports that the Library Foundation anticipates raising \$12 million or 40 percent of the \$30 million fund-raising goal by April 1991. The Library Foundation also anticipates the funds will be in the form of large donations.

3. Ms. Kathy Page of the Public Library reports that the proposed Special Fund would not be used to cover potential construction related cost overruns of the New Main Library. Rather, Ms. Page reports that the proposed Special Fund would be spent solely on items and services that are not covered by the bond funds. The bond funds can be spent only on the actual structure of the New Main Library. Special Fund expenditures would consist of the following; furniture, paint, wood paneling, cabinets, carpets, toilets, sinks, tables, chairs, desks, and floor coverings. In addition, bond funds do not cover services required to install and design the interior of the New Main Library. These services would include inspecting items not bought by bond monies or paying an interior design firm to design the interior.

4. Mr. John Madden of the Controller's Office reports that the Controller's Office is currently developing a policy for charging Special Funds for the indirect costs incurred to administer each Fund or alternatively requiring that interest earned from each Fund accrue back to the City to pay for the indirect costs incurred to maintain each Fund. To date, a specific procedure has not been established.

5. As previously stated, under the proposed ordinance, the Board of Supervisors would not have the authority to approve the acceptance of gifts of any value or approve any expenditures from the Special Fund for the New Main Library.

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6. Presently, under Section 10.116 of the City's Administrative Code, acceptance of all gifts in excess of \$5,000 must be authorized by the Board of Supervisors. Further, generally, in order to expend monies deposited to a special fund, such expenditures require appropriation approval of the Board of Supervisors. While the Budget Analyst believes that a \$30 million fund-raising drive for the new Main Library is in the best interest of the City, the Budget Analyst believes that the potential expenditure of \$30 million for furniture, carpeting, etc. should be subject to the review and approval of the Board of Supervisors.

- Recommendations:**
1. Amend the proposed ordinance to require that all expenditures from the proposed new Library Department Construction Fund be subject to appropriation approval by the Board of Supervisors.
 2. Approve the proposed ordinance as amended.

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Item 3 - File 101-90-58

Department: Board of Supervisors

Item: Supplemental appropriation ordinance for \$14,000 for other contractual services and providing for ratification of action previously taken.

Amount: \$14,000

Source of Funds: General Fund, General Reserve

Description: The proposed supplemental appropriation would provide \$14,000 to the County Supervisors Association of California (CSAC) to reimburse the CSAC Earthquake Relief Legislative Task Force's consultant that assisted in the preparation of the "Loma Prieta Earthquake Unmet Needs Action Plan". The CSAC Action Plan was issued on March 8, 1990.

CSAC's Earthquake Relief Legislative Task Force included Supervisors and staff representatives from the ten counties most affected by the October 17, 1989 Loma Prieta Earthquake. The ten counties include Alameda, Contra Costa, Marin, Monterey, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz and Solano. The CSAC Action Plan addresses the unmet needs of individual cities and counties affected by the earthquake, summarizes the State and Federal actions taken in response to the earthquake and included specific recommendations for additional actions.

Comments: 1. According to Mr. Steve Swendman of CSAC, in addition to the assistance provided by county staff representatives, the Task Force contracted with the consultant, Mr. Joe Cucchiara to assist in the data gathering and report preparation of the Action Plan. Mr. Swendman indicates that although the Task Force hired the consultant, the Task Force requested that CSAC act as fiscal agent and administratively collect payment from the Task Force cities in order to compensate the consultant.

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2. Based on the contract provided by Mr. Swendman, the consulting contract was for the period from January 8, 1990 to February 2, 1990, an approximate one month period. The contractor was paid based on an hourly rate of \$125 per hour. The contract specifies that the contractor's total compensation for professional services and expenses shall not exceed \$23,000.

3. However, based on the collection and disbursement data that was also provided by CSAC, as of February 15, 1991, CSAC had compensated the consultant a total of \$50,000. A breakdown of the collections by counties is as follows:

	<u>1st Assessment</u>	<u>2nd Assessment</u>	<u>Total</u>
Alameda	\$7,000	\$7,000	\$14,000
Contra Costa	1,000		1,000
Marin		2,000	2,000
Monterey	1,000	1,000	2,000
Port of Oakland		1,000	1,000
San Benito	1,000	1,000	2,000
Santa Clara	7,000	7,000	14,000
Solano	<u>7,000</u>	<u>7,000</u>	<u>14,000</u>
Total	\$24,000	\$26,000	\$50,000

4. As indicated by the above collections, no funds to date have been paid by San Mateo, Santa Cruz or San Francisco counties. In addition, the Port of Oakland has contributed \$1,000.

5. Based on the bill received by San Francisco, the first assessment was for data collection (\$7,000) and the second assessment was for report preparation (\$7,000) for a total of \$14,000. Mr. Swendman could not provide information on how the allocation of the cost by county was determined.

6. Based on discussions with Mr. John Taylor and Mr. Sam Yockey of the Controller's Office, the Board of Supervisors has not adopted a prior resolution regarding these funds or study.

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7. However, Mr. Yockey who did participate in the Action Plan efforts indicates that the Action Plan did provide good cost estimates of the emergency response, shelter needs, hazard mitigation projects and structural needs for San Francisco. Mr. Yockey further indicates that Mayor Agnos presented the CSAC Action Plan when he met with the Legislature and Governor regarding the needs of the City and County of San Francisco after the earthquake.

8. As indicated above, the work has already been completed and the proposed legislation includes a retroactive clause to provide for ratification of an action previously taken.

Recommendation:

Continue the proposed ordinance pending receipt of additional fiscal information from CSAC in order to clarify the allocation of the costs by county and the total amount contracted for and paid to the consultant.

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Item 4 - File 101-90-59

Department: Department of Parking and Traffic
Parking Authority

Item: Supplemental Appropriation Ordinance for a capital improvement project (Polk-Bush Garage).

Amount: \$700,000

Source of Funds: Off-Street Parking Fund

Description: The Board of Supervisors previously approved an appropriation of \$4,218,400 from the Off-Street Parking Fund for construction of a parking facility at Polk and Bush Streets (File 101-89-156). The Parking Authority had projected the following costs for the project:

Construction Costs	\$3,500,000
Construction Contingencies (10%)	350,000
DPW Construction Management Fees	247,500
DPW Materials Testing Lab Fees	22,000
Outside Materials Testing Lab Fees	13,000
Art Enrichment	70,000
Human Rights Commission (HRC) Review and Monitoring Fees	<u>15,900</u>
Total	\$4,218,400

On September 14, 1990, the Parking Authority issued an Invitation for Bid for the construction of the Polk-Bush Garage. In response to the Invitation for Bid, the Parking Authority received five written bids for the project. Of the five bids received by the Parking Authority, Echo West/Hok Construction Company, a joint venture, submitted the lowest bid of \$4,125,000. Mr. Kevin Hagerty of the Department of Parking and Traffic reports that Echo West is a LBE firm and Hok Construction Company is a LBE/MBE firm which is registered with HRC. Mr Hagerty advises that Hok Construction Company's participation on the contract is 51 percent.

As noted above, the Parking Authority's original budget projection for the proposed Polk-Bush Garage included \$3,500,000 for construction costs and \$350,000 for construction contingencies, for a total of \$3,850,000. The Parking Authority now projects, based on the lowest bid of \$4,125,000 submitted by Echo West/Hok Construction Company, that an additional \$700,000 will be needed for construction costs and contingencies as follows:

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	<u>Original Budget Projection</u>	<u>Adjustment Based on Lowest Bid</u>	<u>Difference</u>
Construction	\$3,500,000	\$4,125,000	\$625,000
Contingencies	<u>350,000</u>	<u>425,000</u>	<u>75,000</u>
	\$3,850,000	\$4,550,000	\$700,000

Comments:

1. The Department of Parking and Traffic's proposed supplemental appropriation in the amount of \$700,000, includes \$425,000 for contingencies, which represents 10.3 percent of the \$4,125,000 bid for construction costs. The estimated amount needed for contingencies is \$412,500 or 10 percent of the \$4,125,000 actual construction bid. The estimated amount needed for contingencies is \$12,500 less than the amount requested (\$425,000 less \$412,520). Therefore, the proposed ordinance should be amended to reduce the supplemental appropriation amount by \$12,500, from \$700,000 to \$687,500.

2. The Capital Improvement Advisory Committee has reviewed the Department of Parking and Traffic's request for the proposed supplemental appropriation in the amount of \$700,000, and advises that the requested supplemental appropriation amount is in conformity with the Six-Year Capital Expenditure Plan.

Recommendation: Amend the proposed ordinance to reduce the supplemental appropriation amount, by \$12,500, from \$700,000 to \$687,500, and approve the proposed ordinance as amended.

Item 5 - File 101-90-60

Department: Sheriff's Department

Item: Supplemental Appropriation Ordinance appropriating funds to purchase automotive vehicles.

Amount: \$104,300

Source of Funds: Sheriff's Special Revenue Fund

Description: According to State Government Code Section 26746, the County may collect a \$5.00 processing fee to administer disbursement of monetary awards from specified civil actions. Section 26746 also requires such processing fees be deposited in a special fund and used for replacement and maintenance of Sheriff's vehicles. Section 26746 further specifies that 70 percent of the proceeds must be spent on vehicle replacement, and the remaining 30 percent must be spent on vehicle and equipment maintenance.

According to Lieutenant Jan Dempsey of the Sheriff's Department, as of January 18, 1991, \$117,000 was available in the Sheriff's Special Revenue Fund to be used for the purchase of replacement vehicles. The proposed Supplemental Appropriation Request would allocate \$104,300 from the Fund to purchase replacement vehicles for the Sheriff's Department.

The Sheriff's Department proposes to directly purchase and lease/purchase the following vehicles:

Direct Purchases

2 Minivans at \$13,575 per minivan	\$27,150
1 Oldsmobile Cutlass Supreme midsize sedan at \$13,975 per sedan	13,975
1 Dodge Aries compact sedan at \$6,475 per sedan	<u>6,475</u>
Subtotal direct purchases	\$47,600

Lease/Purchases

1 - 36 passenger bus for prisoner transportation at \$111,600 per bus	
1990-91 cost (downpayment)	\$35,000
3 Crown Victoria Special Service Vehicles at \$12,961 per vehicle	
1990-91 5-month cost	6,075
1 Oldsmobile Cutlass Supreme midsize sedan at \$13,975 per sedan	
1990-91 downpayment	5,000
1990-91 5-month cost	1,130
1 Pontiac 6000 LE midsize sedan at \$10,775 per sedan	
1990-91 downpayment	3,500
1990-91 5-month cost	<u>910</u>
Subtotal Lease Purchases	\$51,615
Contingency	<u>5,085</u>
Total Supplemental Appropriation Request	\$104,300

1990-91 costs include downpayments and monthly payments for February through June, 1991.

The 36-passenger bus would be used for prisoner transportation. The Sheriff's Department reports that the new bus would replace an existing bus that has not been in working order for the past year. The proposed new bus would be lease-purchased at an approximate annual lease cost of \$16,364 to be paid each year over six years.

The three Crown Victoria Special Service Vehicles are law enforcement-marked vehicles that would be purchased through the State Contract at an annual lease cost of \$14,580 (\$4,860 for each vehicle) to be paid over 36 months. These vehicles would be used to transport prisoners to and from the courts.

One Oldsmobile Cutlass Supreme and one Pontiac 6000 LE would be lease-purchased at approximate annual lease costs of \$2,712 and \$2,184, respectively, to be paid over 60 months. These midsize vehicles would be used for civilian non-prisoner transportation.

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All of the mid-sized sedans (Oldsmobile and Pontiac) and the one compact sedan would be used for civilian non-prisoner transportation.

Comments:

1. As noted above, the Sheriff may only spend Special Revenue Fund monies on replacement and maintenance of Department vehicles. According to the Sheriff's Department, the Department receives approximately \$5,000 per month or \$60,000, annually, from processing fees. Of this amount \$3,500, or \$42,000, annually, is allocated for replacement of vehicles (70 percent), and \$1,500, or \$18,000, annually, is allocated for maintenance of vehicles (30 percent).

2. The Sheriff's Department would pay for the future costs associated with the lease/purchase of the used vehicles proposed above from revenues accumulated in the Special Fund. Attachment 1 shows total purchase and the annual lease/purchase costs for the vehicles.

3. The Sheriff's Department advises that the two minivans, two Oldsmobile Cutlass Supremes, the Dodge Aries, and the Pontiac 6000 LE are used vehicles that would be purchased and lease/purchased through an auto rental agency. According to Mr. Phil Fairbrother of the Sheriff's Department, all of the vehicles have been previously driven between 10,000 and 30,000 miles. The mileage estimate for each vehicle is provided below:

Oldsmobile Cutlass Supremes	10,000 miles
Minivans	20,000 miles
Dodge Aries	30,000 miles
Pontiac 6000 LE	20,000 miles

However, according to Mr. Dave Cowley of the Purchasing Department's Central Shops, the Purchasing Department does not recommend and adheres to a policy of not purchasing or lease/purchasing used vehicles from auto rental agencies. Mr. Cowley states that these used vehicles normally have numerous added options such as cruise control, power windows, AM/FM stereo radio, and air conditioning, which the City does not order when it purchases new vehicles. Without the added options, the City could purchase a similar model new vehicle at the same price as is being proposed to acquire a used vehicle through a lease/purchase. Mr. Cowley further states that the Purchasing Department generally considers the useful life of a non-police service vehicle to be seven years or 70,000 miles. Although a vehicle's useful mileage is 70,000 miles, the performance and reliability of a vehicle is greatest during the first 20,000 miles of the life of the vehicle. By purchasing

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these used vehicles, the City would not receive the benefits from these early miles.

4. The Sheriff's Department reports that the lease/purchase of the new bus and the three new Crown Victorias would be at interest rates of 7.59% and 7.85% respectively. According to the CAO's Office, these interest rates specified by the Sheriff's Department are considered competitive. According to Mr. Fred Weiner of the CAO's Office, the CAO has already proceeded with the lease/purchase of other City equipment through the new San Francisco Finance Corporation recently approved by the Board of Supervisors. If the Sheriff's Department were to lease/purchase vehicles through the San Francisco Finance Corporation, the Department would have to delay purchasing the vehicles through the Special Revenue Fund until next Fiscal Year, when the Finance Corporation arranges the next lease/purchase of equipment. The San Francisco Finance Corporation presently offers an interest rate of approximately 6.3 percent as compared to 7.59 percent for the proposed new bus and 7.85 percent for the three new Crown Victorias. However, according to Lieutenant Dempsey, the CAO's Office has stated that, because of legal requirements, the San Francisco Finance Corporation cannot finance lease/purchases of equipment that are funded by the Sheriff's Special Revenue Fund (non-General Fund revenue sources).

5. Based on new vehicle price estimates from the Purchasing Department, the Budget Analyst has analyzed the alternative of directly purchasing some new vehicles and lease/purchasing other new vehicles using the monies available in the Special Revenue Fund. The resulting total purchase and lease/purchase costs are shown in Attachment 2. Using the total purchase costs detailed in Attachment 2, the Budget Analyst compared the cost effectiveness of purchasing and lease/purchasing new vehicles as opposed to purchasing and lease/purchasing used vehicles. The following table provides a comparison between new and used vehicles:

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	Total Purchase Cost and Lease/ Purchase Cost of <u>Each Vehicle</u>	Useful Remaining Life in Total <u>Miles</u>	Cost Per Useful <u>Mile</u>
2 Minivans (used)	\$13,575	50,000	27.1¢
2 Minivans (new)	15,000	70,000	21.4¢
3 Midsize sedans (used):			
2 Oldsmobile Cutlass Supremes	18,560	60,000	30.9¢
1 Pontiac 6000 LE	14,420	50,000	28.8¢
3 Midsize sedans (new)	15,604	70,000	22.3¢
1 Compact Sedan (used):			
Dodge Aries	6,475	40,000	16.2¢
1 Compact Sedan (new)	10,200	70,000	14.6¢

As shown above, using total purchase costs and lease/purchase costs and the remaining useful mileage on the auto, the cost per useful mile is less for new vehicles purchased by the City. By purchasing new vehicles, the Sheriff's Department would receive more for its money than if the Sheriff's Department purchased used vehicles. Attachment 2 shows that the Sheriff's Department could directly purchase and lease/purchase new vehicles with the available monies available in the Special Revenue Fund. Based on this analysis, the Budget Analyst recommends that the Sheriff's Department purchases two new minivans and one new compact sedan, and lease/purchases three new midsize sedans, instead of purchasing and lease/purchasing the used vehicles specified in its purchasing plan. The proposed ordinance should therefore be continued until the Sheriff submits a plan for purchasing and lease/purchasing new vehicles.

6. While the total cost of purchasing and lease/purchasing new vehicles is \$6,443 greater than the total cost of purchasing and lease/purchasing used vehicles (\$269,032 less \$262,589), the Sheriff's Department would benefit from greater usage of the new vehicles. Furthermore, the Budget Analyst's analysis has shown that the purchase and lease/purchase of new vehicles, as detailed in Attachment 2, would result in an initial 1990-91 purchase and lease/purchase cost that is \$2,417 less than the proposed purchase and lease/purchase plan for used vehicles detailed in Attachment 1 provided by the Sheriff's Department (\$104,300 in Attachment 1 less \$101,883 in Attachment 2). As of the writing of this report, the Sheriff's Department is reviewing this alternative. If the alternative detailed in Attachment 2 is adopted by the Sheriff's Department, then

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the proposed supplemental appropriation request should be reduced by \$2,417 from \$104,300 to \$101,883. However, if the Sheriff's Department chooses to formulate some other purchase and lease/purchase plan for new vehicles, then the proposed ordinance should be continued for one week to allow the Department to produce the plan and allow the Board of Supervisors to review the plan.

Recommendation: If the Sheriff's Department chooses to adopt the plan to purchase and lease/purchase new vehicles detailed in Attachment 2, reduce the proposed amount of \$104,300 by \$2,417 to \$101,883, and approve the proposed ordinance as amended. Otherwise, continue the proposed ordinance for one week pending submittal of a plan to the Board of Supervisors by the Sheriff's Department for the purchasing and lease/purchasing of new vehicles.

Used and New Vehicles

	1990-91 Initial Purchase and Lease/ Purchase Cost	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97	Total Purchase and Lease/ Purchase Costs
2 vans (used)	\$27,150							\$27,150
Olds Cutlass Supreme (used)	13,975							13,975
Dodge Aries (used)	6,475							6,475
Lease/Purchase of Prisoner bus (new)	35,000	\$16,364	\$16,364	\$16,364	\$16,364	\$16,364	\$16,364	133,184
Lease/Purchase of 3 Crown Victoria Vehicles (new)	6,075	14,580	14,580	8,505				43,740
Lease/Purchase of Olds Cutlass Supreme (used)	6,130	2,712	2,712	2,712	2,712	1,582		18,560
Lease/Purchase of Pontiac 6000 LE (used)	4,410	2,184	2,184	2,184	2,184	1,274		14,420
Contingency	5,085							5,085
Total Purchase and lease/Purchase cost	\$104,300	\$35,840	\$35,840	\$29,765	\$21,260	\$19,220	\$16,364	\$262,589

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Attachment 2

New Vehicles

Annual Lease Payments

	1990-91 Initial Purchase and Lease/ Purchase Cost*	1991-92	1992-93	1993-94	1994-95	1995-96	1996-97	Total Purchase and Lease/ Purchase Costs
2 vans	\$30,000							\$30,000
1 compact sedan	10,200							10,200
Lease/Purchase of Prisoner bus	35,000	\$16,364	\$16,364	\$16,364	\$16,364	\$16,364	\$16,364	133,184
Lease/Purchase of 3 Crown Victoria Vehicles	4,864	14,580	14,580	9,728				43,752
Lease/Purchase of 3 midsize sedans	16,734	8,203	8,203	8,203	5,468			46,811
Contingency	5,085							5,085
Total Purchase and lease/Purchase cost	\$101,883	\$39,147	\$39,147	\$34,295	\$21,832	\$16,364	\$16,364	\$269,032

* Budget Analyst analysis for four months (effective 3/1/91) of 1990-91

Item 6 - File 101-90-61

Department: Public Utilities Commission (PUC)
Hetch Hetchy

Item: Ordinance appropriating \$200,000 for legal services and rescinding \$200,000 from the Capital Improvement Project, Remote Data Acquisition and Control.

Amount: \$200,000

Source of Funds: Hetch Hetchy Operating Fund - Reallocation from 1990-91 Capital Improvement Project fund.

Description: Given the severe drought conditions, Hetch Hetchy is searching for new sources of water supplies. Consequently, Hetch Hetchy is presently engaging outside specialized legal services to work with the City Attorney's Office on the acquisition of additional water supplies. Hetch Hetchy presently contracts with the law firm of Grueneich, Ellison & Schneider (WBE) to provide such specialized legal services to the Department. The law firm negotiates agreements to purchase additional water supplies, and works with State, Federal, and other local agencies regarding the acquisition of additional water supplies.

Hetch Hetchy budgeted \$200,000 for 1990-91 under the Water Resources Plan Program budget to pay for the present legal services contract. Another \$94,000 was carried over from Fiscal Year 1989-90 to fund the present contract, for a total present contract limit of \$294,000.

Hetch Hetchy is requesting additional funding of \$200,000, for a total of \$494,000, for the existing contract with Grueneich, Ellison & Schneider. The law firm would continue to work with the City Attorney's Office to identify and acquire additional sources of water supplies.

The present contract pays an average hourly rate of \$158 per hour for the services of Grueneich, Ellison & Schneider. However, the hourly rate includes costs for a hydrology and engineering subcontractor. At an average hourly rate of \$158, the proposed additional amount of \$200,000 would pay for approximately 1,266 hours of additional services.

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Comments: Hetch Hetchy has chosen to reallocate existing funding from the Remote Data Acquisition and Control Project to pay for these additional legal services. The Remote Data Acquisition and Control Project is a capital improvement project that is intended to improve the automated facility for controlling the operation of the power generation facilities at Hetch Hetchy. In requesting funding of the specified legal services, Hetch Hetchy has chosen to defer the Remote Data Acquisition and Control Project.

Recommendation: Approve the proposed Supplemental Appropriation Ordinance.

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Item 7 - File 101-90-62

Department: Public Utilities Commission (PUC)
Hetch Hetchy

Item: Ordinance appropriating funds for legal services and rescinding funds from the Capital Improvement Project related to the Moccasin Shop buildings, Hetch Hetchy, for Fiscal Year 1990-91. The proposed ordinance would also provide for ratification of action previously taken by the Department.

Amount: \$300,000

Source of Funds: Hetch Hetchy Operating Fund - Reallocation from 1990-91 Capital Improvement project funds

Description: Hetch Hetchy is proposing to engage the law firm of Vinson and Elkins to work with the City Attorney's Office in representing the City's interest in proceedings concerning the New Don Pedro project before the Federal Energy Regulatory Commission (FERC). FERC has been conducting a 20-year study on whether to mandate increases in water flow to protect river fish populations.

According to Hetch Hetchy, the City and County of San Francisco and the Modesto and Turlock Irrigation Districts, together, have water rights to the New Don Pedro reservoir. However, Federal regulations may require the City to guarantee minimum water flows to ensure survival of fish in the river. The Washington, D.C.-based law firm of Vinson and Elkins would advise Hetch Hetchy on all matters related to the FERC proceedings and other Federal water and power matters, as they arise. According to Hetch Hetchy, the legal services involved in this matter require the expertise of an outside law firm specifically experienced in these matters which the City Attorney's Office does not involve itself in on a daily basis.

Hetch Hetchy proposes to reallocate existing budgeted funds from the proposed renovation of the Moccasin Creek Shop Buildings project to fund their needed legal services. Hetch Hetchy would defer the renovation of the Moccasin Creek Shop Buildings Project.

The contract with Vinson and Elkins would pay for approximately 2,459 hours of work at an average hourly rate of \$122 per hour.

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Comments:

Hetch Hetchy has already engaged the Vinson and Elkins law firm to provide the needed services and is requesting ratification of the Department's previous actions. According to Mr. Larry Klein of Hetch Hetchy, the Department has requested ratification of previous actions because Vinson and Elkins was hired prior to Hetch Hetchy securing the needed funding in its current budget. Hetch Hetchy did not realize the need for a supplemental appropriation request until after the contractor began work in December of 1990. The proposed ordinance would reappropriate \$300,000 from the capital improvement project to legal services to allow the Department to begin making contract payments.

Recommendation: Approve the proposed ordinance.

Item 8 - File 101-90-63

Department: Port Commission

Item: Supplemental Appropriation Ordinance for Judgement and Claims

Amount: \$3,000,000

Source of Funds: San Francisco Harbor Operating Fund - Use of surplus

Description: The proposed supplemental appropriation in the amount of \$3,000,000 would be used by the Port Commission to pay for an out-of-court settlement of a suit brought by the City, against Continental Development Corporation. The City entered into an agreement with Continental Development Corporation in April of 1980 to perform various tasks to rehabilitate and develop the Port's Ferry Building Complex into a mixed-use office, retail and restaurant project. The Ferry Building Complex consists of three structures, the Ferry Building, the Agricultural Building and Pier I. Under the agreement, Continental Development Corporation was to receive a 65-year ground lease to the Ferry Building Complex when it completed its obligations as stipulated in the agreement and satisfied the following five conditions outlined in the agreement: (1) the issuance of regulating approvals; (2) the execution of a construction contract; (3) the commitment of construction and permanent financing; (4) the evidence of sufficient equity investments to support the project; and (5) the availability of lender's title insurance.

The City's suit against Continental Development Corporation contends that the Corporation did not complete a single condition in the agreement, despite the fact that the City granted six extensions to the term of the agreement over a five year period. Additionally, the City's suit maintains that Continental Development Corporation's failure to meet the terms of the agreement along with the resulting delays, had a severe economic impact on the Port.

Based on Continental Development Corporation's failure to meet the conditions of the agreement, the Port Commission voted to terminate the agreement on December 11, 1985. Shortly thereafter, the City filed suit to seek a judicial declaration that the contract was properly terminated. The City later filed a claim for damages caused by the Continental Development Corporation delays. The Corporation in turn, brought suit against the City, seeking damages for costs

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expended in connection with the project as well as its lost profits and attorneys fees.

The City Attorney reports that the City spent two years, under the supervision of a Superior Court Judge, discussing a nonmonetary settlement with Continental Development Corporation. These discussions failed to produce a resolution. The City Attorney advises that a Settlement Conference was held on February 5, 1991 at which time both parties to the suit agreed to an out-of-court settlement.

Comment: The Port Commission approved this settlement on January 13, 1991. The City Attorney recommends approval of this settlement.

Recommendation: Approval of the proposed ordinance to pay Continental Development Corporation a \$3 million settlement is a policy matter for the Board of Supervisors.

Item 9 - File 64-91-3

Department: Department of Public Works (DPW),
Clean Water Program,
Bureau of Environmental Regulation and Management

Item: Resolution authorizing a new lease of real property

Location: Bayview Plaza Shopping/Office Center, 3rd Street and Evans
Avenue, Suite 600 (portion of 2nd floor)

Purpose of Lease: Office space for the DPW, Bureau of Environmental
Regulation and Management staff and the Clean Water
Program's Records Center

Lessor: Sangyong Yashima Future Development

**No. of Sq. Ft. and
Cost per Month:** 10,740 sq. ft. @ \$1.16/sq. ft./month = \$12,458 per month

Annual Cost: \$149,496

**Utilities and Janitor
Services Provided
by:** Janitorial services provided by lessor and utilities paid by the
City.

Term of Lease: 30 days after completion of the required alterations by the
lessor through June 30, 1996

**Scheduled Rent
Increases:** No rent increases until July 1, 1993, after which rent would
be increased five percent a year until 1996.

Right of Renewal: The DPW has the option to renew the proposed lease on July
1, 1996 for an additional five years.

Source of Funds: Clean Water Operating Fund

Comments: 1. The DPW plans to locate 49 employees at the proposed
location, including 44 employees from the Bureau of
Environmental Regulation and Management and five
employees from the Clean Water Program's Records Center.
Of the 44 DPW Bureau of Environmental Regulation and
Management staff, 33 currently occupy three separate areas
of the City-owned Southeast Water Pollution Control Plant at
750 Phelps Street at no cost to the City. An additional five
Bureau employees occupy a temporary trailer that belongs to
a private contractor also located at 750 Phelps Street at no cost
to the City. The remaining six employees will be new,

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additional employees hired by the DPW before June 30, 1991. The 33 Bureau employees located at 750 Phelps occupy 2,880 square feet, or an average of 87 square feet per person. The additional six new employees would reduce the average square feet per person to approximately 73 square feet per person. The Bureau of Environmental Regulation and Management, which used to be the Industrial Waste Division, is a relatively new division within the DPW. As such, the DPW would like to consolidate the Bureau staff within the same office.

2. Mr. Medberry further reports that the proposed increased office space at the Bayview Plaza Shopping Center is needed because the current space will not be able to accommodate the six additional staff that the Bureau has hired but are still pending Civil Service Approval. The DPW is able to hire additional staff during a City-wide hiring freeze because the positions are for Federal and State mandated health and safety programs. According to Mr. Medberry, the five Bureau staff who occupy the private contractor's trailer at 750 Phelps Street are also working in overcrowded conditions. If the proposed resolution is approved, Mr. Medberry indicates that the trailer would be returned to its owners.

3. The DPW reports that the space vacated by the 33 staff who occupy the Southeast Water Pollution Control Plant at 750 Phelps would be absorbed by the Bureau of Water Pollution Control Engineering and Training staff who currently reside in the Southeast Water Pollution Control Plant to alleviate overcrowding at that facility. According to Mr. Steve Mullinix of the DPW, 22-25 of the Engineering Technical Services staff would move into the vacated space. Health and Safety Training staff would absorb the remaining vacated space. Mr Mullinix reports that the Training staff do not currently have office space designated per employee. Many of the employees share desks and some are occupying non-office space such as conference rooms.

4. The Clean Water Records Center is currently housed in a rented trailer located in the parking lot at 1550 Evans for \$435 a month to rent the trailer and \$1,000 a month to rent the parking space for the trailer for a total of \$1,435 a month. The Clean Water Program's staff includes four full-time employees and one half-time employee. The trailer was not included in the original Clean Water Program's lease and on January 1, 1991 the landlord requested that CWP remove the trailer from the premises. Mr. Bob Badgely of the Clean Water Program advises that the trailer is inadequate to house the staff and equipment of the Records Center.

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5. Clean Water Program's Record Center and the Bureau of Environmental Regulation and Management are both funded through the City's Sewer Service Charge.

6. The proposed location at Bayview Plaza Shopping/Office Center contains 10,740 square feet and is in shell condition. Renovations would be performed by the lessor prior to commencing the proposed lease. Therefore, the Department of Real Estate was unable to provide the square footage of conference rooms and other non-office space areas. The Real Estate Department, however, provided an estimate of the Record Center space at 2,400 square feet. The remaining space would be 8,340 square feet or approximately 190 square feet per staff member.

7. Mr. Phil Aissen of the Real Estate department reports that the proposed rental amount of \$1.16 per square foot for the Bayview Plaza Shopping/Office Center is in accordance with the fair market value of the property.

8. The proposed new lease of property would increase the rental cost for the City from \$1,435 per month or \$17,220 annually to a proposed \$12,458 per month or \$149,496 annually, an overall increase of \$132,276 annually.

Recommendation: Given an increased rental cost to the City in the amount of \$132,276 annually, we consider the proposed resolution to be a policy matter for the Board of Supervisors.

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Item 10 - File 97-91-7

Item: This is an ordinance amending the Administrative Code by adding a new Section 19A.25 to permit the Department of Public Health (DPH) to enter into agreements with the San Francisco Community Clinic Consortium enabling the DPH to participate in health care services.

Description: The proposed ordinance would amend Chapter 19A, Article I of the Administrative Code by adding a new Section 19A.25. Section 19A.25 would authorize the Director of Public Health to enter into agreements, on behalf of the City, with the San Francisco Community Clinic Consortium, a non-profit organization, in order to permit DPH to participate in certain projects related to health care services and health care provider services, which would benefit residents of San Francisco. Section 19A.25 further provides that in the event that such agreements contain a provision for a hold harmless clause, the provision will contain the specific language outlined in the proposed legislation. The hold harmless provision, as outlined in the proposed legislation, would provide that each party in the agreement would hold the other party and its agents and employees harmless against any claims, damages, expenses or liabilities for loss or damage to property, or from death or injury to any person(s), to the extent that such claims, damages, expenses or liabilities are not caused by or are the result of negligence or intentional acts or omissions.

Comments: 1. The DPH reports that the San Francisco Community Clinic Consortium as prime grantee, allocated \$581,414 in Federal grant funds (U.S. Department of Health and Human Services) to DPH, as sub-grantee for the period January 1, 1990 through December 31, 1990, in order for DPH to provide primary health care services to the homeless. The Board of Supervisors previously approved authorization for the DPH to accept and expend \$929,139 which was subsequently adjusted to \$581,414 by the Federal grantor (File 146-89-68).

2. The Department advises that the Consortium intends to allocate an additional \$726,780, for the period January 1, 1991 through April 30, 1992, to continue these services. As sub-grantee, the DPH submitted a request to apply for these grant funds (File 146-91-9)

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which is currently pending before the Board of Supervisors.

3. Ms. Geri Brown of the DPH reports that due to administrative oversight, the DPH has been providing the primary health care services since January 1, 1990 without benefit of a contract agreement with San Francisco Community Clinic Consortium. According to Ms. Brown, the DPH Contracts Division was not aware that an agreement to provide these services did not exist between the DPH and San Francisco Community Clinic Consortium, until August of 1990. Ms. Brown advises that DPH has spent the last several months developing an agreement and negotiating the terms of the agreement with San Francisco Community Clinic Consortium. The agreement is now ready for signature. Approval of the proposed ordinance would permit the DPH to enter into this agreement with the Consortium.

4. Approval of this ordinance would result in subsequent agreements between the DPH and the San Francisco Community Clinic Consortium not requiring approval of the Board of Supervisors. However, all grant funds allocated to the DPH in connection with this agreement would have to be submitted to the Board of Supervisors for approval.

Recommendation: Approve the proposed ordinance.

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Item 11 - File 172-90-26

Note: This item was continued at the January 2, 1991, Finance Committee meeting.

Department: Department of Public Health (DPH)
San Francisco General Hospital (SFGH)

Item: Resolution approving a contract between the City and County of San Francisco and Health Management Systems, Inc. (HMS)

Contract Amount: City's cost would not exceed 12.5 percent of revenues collected with the total dollar amount not to exceed \$1.5 million annually.

Term of Contract: Installation of System: April 1, 1991 through June 30, 1991.

Performance of Professional Services: July 1, 1991, through June 30, 1994.

Description: The Department of Public Health is proposing to contract with Health Management Systems, Inc. for the provision of comprehensive account management services (CAMS), a computer-based system of services designed to reduce the costs and facilitate the process by which a hospital generates billings and receives payments from its third-party intermediaries. The DPH is proposing to install this computer-based system at San Francisco General Hospital.

Under the provisions of the contract, Health Management Systems Inc. would be responsible for the installation of the CAMS system computer hardware, on-site training of SFGH staff and coordinating the CAMS system interface with SFGH's Management Information Systems (MIS). Once CAMS system has been implemented, Health Management Systems, Inc. would provide on-site support staff at SFGH, as necessary to answer questions, provide ongoing staff training and resolve problems.

The CAMS system would process the following types of claims:

(1) Inpatient and outpatient Medi-Cal claims.

(2) Inpatient and outpatient Medicare claims, including psychiatric claims.

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- (3) Inpatient and outpatient insurance claims to all carriers who accept electronic media claims.
- (4) Outpatient Child Health Development (CHDP) claims.
- (5) Medi-Cal outpatient Pharmacy claims.
- (6) Automated Doctors First Report of Injury forms for California Workers Compensation accounts.
- (7) Health Care Financing Administration (HCFA) 1500 Part B claims.

In addition to processing claims, the CAMS system would provide the following types of reports:

- (1) Monthly Production Reports, indicating number of paid and denied claims by financial category.
- (2) Reports on account age, by financial category and biller assignment.
- (3) Daily log of claim prebilling edit failures by financial class (to facilitate on-line editing, to identify account errors and correct accounts before claims are created and submitted to intermediaries).
- (4) Daily Rejection Reports detailing reason for claims rejection.
- (5) Monthly Management Summaries (i.e., report of total accounts processed, claims billed and paid and, report of accounts receivable balances by financial class.

The SFGH's Billing Office is divided into two major units: Patient Accounting and Credit/Collections and Accounts Receivable Reconciliation. The Billing Office handles approximately 234,200 claims per year. The Department collected an estimated \$80,001,501 in FY 1989-90 in the following categories:

Medicare Inpatient*	\$17,908,117
Medicare Outpatient*	3,115,895
Medi-Cal Inpatient *	26,466,117
Medi-Cal Outpatient*	5,306,944
Patient Pay	8,518,586
Insurance*	12,619,074
Ambulance	6,400,342
Other Cash	3,379,681
Medicare Withholds	<u>-3,713,255</u>
Total	\$80,001,501

* These categories of claims would be processed through the proposed CAMS system. The total estimated amount collected for these claims is \$65,416,147.

SFGH currently utilizes a Blue Cross system known as Direct Data Entry (DDE) for submission of Medicare and Blue Cross private insurance. This system transmits claim data via telephone lines and requires a biller to enter all of the claims data on a computer. SFGH leases five IBM terminals from Blue Cross for this system at a total cost of \$11,400 per year.

SFGH processes all inpatient Medi-Cal and all other commercial insurance claims manually. Ms. Sharon Kennison of SFGH advises that the manual processing of these claims is very labor intensive. The staff in the Billing Office's Patient Accounting are primarily engaged in the processing of approximately 20,000 paper claims a month, which involves reviewing, correcting, editing and sending the claims. The Medi-Cal and Medicare billing staff are also responsible for follow-up on claims, correcting rejects and denials whenever possible. According to Ms. Kennison, the majority of the work day is spent at a typewriter making manual adjustments and corrections to claims. The billing staff responsible for commercial insurance claims prepare and send claims and then forward them to the Credit/Collections unit for follow-up. The Collectors in the Credit/Collections unit, are responsible for (1) follow-up on all commercial insurance billings; (2) answering inquiries and requests for records and information; (3) making collection calls to patients and other payors; (4) interviewing patients; (5) negotiating payment plans and keeping track of the outstanding balance and (6) referring delinquent bills to the City's Collection Division when appropriate.

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SFGH reports that over the last ten years, claims processing entities for the hospital industry have moved significantly away from accepting manually prepared claims for payment. Ms. Sharon Kennison of SFGH advises that over 80 percent of all California hospitals now use some form of electronic claims submission processing and that SFGH is probably, the only hospital in the State with similar patient volumes, that still submits manually prepared claims to the Medi-Cal program. Ms. Kennison adds that Medi-Cal is moving towards no longer accepting manually prepared claims from hospitals with high patient volumes.

Ms. Kennison reports that the installation and ongoing management of the CAMS system would not require that any new staff be hired at SFGH. The contract provides that Health Management Systems Inc., would fund installation costs, in an amount that would not exceed an estimated \$200,000 for wiring, furnishings, site preparation and contingencies. SFGH's Building Maintenance and Grounds Department will perform the necessary work.

Health Management Systems, Inc. would provide and install 35 personal computers and related hardware and workstations. During the term of contract, Health Management Systems, Inc. would be responsible for the maintenance, repairs, replacement and insurance covering liability, damage and theft for this equipment. At the expiration of the contract, all computer equipment would become the property of the City and the City would assume sole responsibility for maintaining and insuring the equipment. Ms. Kennison reports that the potential cost to the City for maintaining and insuring this equipment has not, as yet, been determined.

The following unaudited figures provided by Ms. Kennison outline SFGH volume of claims associated with third-party intermediaries and the volume of potential and actual collections from these third-party intermediaries for FY 1989-90:

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<u>Claims Type</u>	<u>Estimated Annual Volume</u>	<u>Estimated Potential Collections</u>	<u>Estimated Denied or Rejected Claims</u>	<u>Estimated Actual Collections</u>
Medicare Inpatient	3,000	\$17,908,117	None	\$17,908,117
Medicare Outpatient	24,000	3,180,895	\$ 65,000	3,115,895
Medi-Cal Inpatient	9,000	27,523,167	1,057,050	26,466,117
Medi-Cal Outpatient	48,000	5,961,944	655,000	5,306,944
Insurance Outpatient/ Inpatient	<u>16,000</u>	<u>12,694,074</u>	<u>75,000</u>	<u>12,619,074</u>
Total	100,000	\$67,268,197	\$1,852,050	\$65,416,147

SFGH anticipates that the CAMS system would reduce all denied or rejected claims by 50 percent once the system is in place. Follow-up and resubmission of denied or rejected claims should take no more than five days to resubmit. Ms. Kennison reports that generally claims are denied or rejected due to either erroneous information or missing information on the claim form. In addition, the State rejects certain Medi-Cal claims because the ocular readers (viewing devices used to read the information on claim forms) have difficulty reading manually prepared claims.

In addition, SFGH anticipates that the CAMS system would provide a faster overall turnaround in accounts receivables. Currently, Medi-Cal inpatient days in accounts receivable average 115 days from discharge. SFGH expects that the CAMS system would reduce Medi-Cal days in accounts receivable to 60 days from the date billed, a reduction of 55 days. Medicare inpatient days in accounts receivable currently average 88 days from the date billed. SFGH expects that the CAMS system would reduce Medicare days in accounts receivable to between 45 to 60 days from the date billed, a reduction of between 28 and 43 days.

Ms. Kennison states that although faster cash turnaround does not mean more cash for the hospital, maintaining a steady cash flow to SFGH is important because when there is a slowdown in incoming cash, the Controller's Office places reserves against SFGH expenditures. According to Ms. Kennison, this results in SFGH not being able to pay its bills on a timely basis. Ms. Kennison advises that not only does this adversely affect vendors and SFGH's credit rating, but SFGH also loses discounts offered to the Department by vendors for timely payments and SFGH must sometimes purchase goods at higher prices when preferred vendors put the Department on credit holds.

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SFGH also anticipates that the CAMS system would result in lower error rates and fewer lost claims, less need for space to store thousands of copies of manually prepared claims, savings in postage, courier services and paper costs and a reallocation of existing personnel to more efficient and productive revenue generating tasks. This would primarily involve switching staff from manual claims processing tasks to computer claims processing tasks. Ms. Kennison estimates that once the CAMS system is installed and operational, SFGH will realize an estimated \$59,800 in annual cost savings as follows:

Leased Blue Cross Computer Terminals	\$11,400
Postage 50,000 claims @ \$.58	29,000
Postage 25,000 claims @ \$.29	7,250
Courier Service to Sacramento	2,450
UB82 Claim Forms	4,500
Printer Maintenance Costs	3,200
Misc. Supplies (envelopes, rubber stamps, white out, tape, typewriter repairs)	<u>2,000</u>
Total	\$59,800

Ms. Kennison projects that an additional \$3 million in claims revenues would be generated annually based on the existing personnel's increased efficiency in processing claims through the CAMS system. According to Ms. Kennison, the CAMS system, once fully operational, would allow the Billing Office to transfer four Inpatient and Outpatient Medical/Medicare billers to areas which are now understaffed. These areas include, (1) Patient Pay and Commercial Insurance follow-up, (2) other government programs such as the Victim of Crime Program and (3) Special Account Billing which encompasses all of the research and drug trials which are performed at SFGH. Ms. Kennison reports for example, that the approximately \$21.1 million which is currently collected from Patient Pay (\$8,518,586) and Insurance (\$12,619,074) is done with a minimum of personal follow-up (i.e., phone calls and letters). Ms. Kennison projects that reallocating four FTE in billing personnel to these other areas could generate, conservatively an additional ten percent or \$2.1 million in collections, which alone would account for the majority of the estimated \$3 million in new claims revenues which would result from increased efficiencies.

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Under the provisions of the contract, Health Management Systems, Inc., would perform the proposed CAMS system services on a contingency fee basis and would be compensated according to the following fee schedule for the three-year period from July 1, 1991 through June 30, 1994:

OUTPATIENT CLAIMS

<u>Outpatient revenues generated</u>	<u>Health Management Systems, Inc. Fee as a Percentage of Gross Revenues</u>
\$0 - \$1,000,000	0 %
\$1,000,001 - \$3,000,000	5.0
\$3,000,001 - \$5,000,000	7.5
\$5,000,001 - \$7,000,000	10.0
\$7,000,001 - \$10,000,000	11.0
\$10,000,001 - \$20,000,000	12.5
Over \$20,000,000	8.5

INPATIENT CLAIMS*

<u>Month of Service From Commencement Date of CAMS</u>	<u>Health Management Systems, Inc. Fee as a Percentage of Gross Revenues</u>
1 - 18 months	2% of inpatient revenues
19 - 36 months	1.5% of inpatient revenues

* Health Management Systems, Inc. would forego its fee on the first \$1,000,000 in inpatient collections.

Health Management Systems, Inc. would invoice for payment within fifteen days after the close of each calendar month. Payments would be made by the City to the contractor no more frequently than once each month. The proposed contract provides that under no circumstances would the amount of compensation for Health Management Systems, Inc., exceed \$1.5 million annually. Health Management Systems would be required to perform a reconciliation of monthly payments and annually would reimburse the City for any amounts paid which exceed the total amount due under the contract.

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Ms. Kennison reports that it is anticipated that the CAMS system would be on-line and available for use by SFGH according to the following schedule:

Medi-Cal Inpatient	7/1/91
Medi-Cal Outpatient	7/15/91
Medicare Outpatient	7/15/91
Medicare Inpatient	9/1/91
Medicare Inpatient Physician Component	9/1/91
Medicare Outpatient Physician Component	10/1/91
Inpatient Crossovers	10/1/91
Commercial Insurance Inpatient	11/1/91
Commercial Insurance Outpatient	11/1/91
Workers Compensation	12/30/91
CHDP	12/30/91

Comments:

1. Ms. Kennison reports that SFGH issued an RFP in 1990 to acquire the computer based claims processing services. According to Ms. Kennison, the RFP was advertised in three minority newspapers in the City (El Observador, Asian Week and the Sun Reporter) as well as in the Sunday Examiner/Chronicle. Ms. Kennison advises that a total of 31 RFPs were mailed to a list of interested vendors or to vendors who responded as a result of the newspaper ads. Nine vendors attended a bidder's conference on March 5, 1990. Ms. Kennison reports that SFGH received bids from three vendors; 1) Wellmark, Inc., Los Angeles, Ca; 2) The Data Systems group, Inc. Sacramento, Ca; and 3) Health Management Systems, Inc., New York, N.Y. None of the bidders are MBE or WBE firms. Ms. Kennison reports that the RFP evaluation committee was comprised of eight ethnically diverse group members, representing data processing, general and patient accounting and hospital administration departments. The committee agreed that all three companies met the initial requirements and therefore all three bids were accepted. Five of the eight committee met again on April 4, 1990 and scored each bidder based on established criteria in the following categories: (1) scope of the work to be provided (15 points); (2) recent relevant experience (20 points); (3) professional background (20 points); (4) quality of past projects of client population being served (20 points); (5) rate/total cost (25 points); (6) product demonstration (60 points); Health Management Systems, Inc. received an average total of 134 out of a total possible 160 points. Wellmark, Inc. and Data Systems, Inc. received an average total of 99 and 93 respectively. Ms. Kennison advises that Geri Brown, Director of the DPH Contracts Office, observed the scoring process and was there to ensure that it

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was handled according to the City's and the DPH's guidelines.

2. The proposed contract which is the subject of this report, if approved, would be the second contract between SFGH and Health Management Systems, Inc. The SFGH has been contracting with Health Management Systems, Inc. since 1986 for the provision of Retroactive Claims Reprocessing services (RCR). The claims processed under this contract include "Patient Pay" and "Medically Indigent Adult." These claims are assigned to these financial class categories because the patient has not reported any third party coverage. These types of claims are not included in the categories of claims to be processed under the proposed CAMS system. Ms. Kennison reports that these accounts are primarily outpatient accounts and the volume is such (approximately 60,000) that the SFGH billing staff cannot manually query other systems to determine if there is some type of coverage available, which has not been reported by the patient. Ms. Kennison advises, therefore, that these accounts be turned over to Health Management Systems, Inc. for processing. Health Management Systems, Inc., maintains an extensive data base of Medi-Cal and Medicare eligibility information. The Agency is able to match the information in the Patient Pay and Medically Indigent Adult Accounts with this eligibility data and when Medi-Cal or Medicare coverage is determined, those accounts are billed directly by Health Management Systems, Inc. to the appropriate program. According to Ms. Kennison, if the SFGH did not contract with Health Management Systems, Inc. for RCR services, the Patient Pay and Medically Indigent Adult accounts which remained uncollectable would be written off and the collections would be lost. Under the RCR contract, Health Management Systems, Inc. is compensated at the rate of 25 percent of total collections recovered. For FY 1986-87 through FY 1988-89, Health Management Systems, Inc. generated \$5,379,700 in collections under the RCR contract. The total paid to HMS for this period was \$1,344,925. For FY 1989-90 Health Management Systems, Inc. has collected a total amount of \$1,927,112 and projects an additional \$341,800 will be collected for the period May 1, 1990 to June 30, 1990, for a total amount collected for SFGH of \$2,268,912. Health Management Systems, Inc.'s share of these collections will be 25 percent or \$567,228.

3. The Board of Supervisors approved six new positions for the SFGH Finance Division in the 1990-91 budget. Of the six positions which were approved, two (1637 Patient Accounting Clerks) were approved for the Billing Office. The remaining four positions are 2908 Eligibility Workers and are assigned to

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Registration. Ms. Kennison advises that the two 1637 Patient Accounting Clerks are assigned to outpatient collections. In 1989-90, the Billing Office had seven 1637 Patient Accounting Clerks, only two of whom were assigned to outpatients accounts. According to Ms. Kennison, the volume of claims (1,168 accounts per month per Patient Accounting Clerk), plus the additional tasks they were required to perform (i.e., handling telephone and walk-in inquiries), left the two Patient Accounting Clerks with little or no time to do any follow-up or collections on their accounts. The total collections for these two positions for 1988-89 is \$4,619,073. The two additional Patient Accounting Clerks will increase the number of Patient Accounting Clerks assigned to outpatient collections to four and would reduce the caseload from 1,168 accounts to approximately 584 accounts per month for each of the Patient Accounting Clerks. Ms. Kennison advises that with this decreased caseload, that SFGH anticipates an approximately 21 percent increase in collections. Based upon SFGH's total collections of \$4,619,073, this could result in an additional \$988,000 in revenues for FY 1990-91.

4. Ms. Kennison advises that there is no guarantee that the utilization of the CAMS system will result in increased revenues. However, based on the study and research that has gone into the examination of this system, Ms. Kennison believes that the utilization of the CAMS system will result in increased revenues. Ms. Kennison reports that the contract provides that SFGH will review the effectiveness of the system on a monthly basis for the first year of the contract. Ms. Kennison advises that if claims collections, days in accounts receivable and denial/rejections do not improve significantly after the first contract year, that under the terms of the contract, SFGH would have the option to terminate the contract. Ms. Kennison adds that the terms of the contract, in fact, provide that SFGH could terminate the contract at any point during the term of the contract.

5. Since there is a level of uncertainty regarding (a) whether or not the utilization of the CAMS system will result in increased revenues, and (b) what the future maintenance and insurance costs to the City will be, the Budget Analyst recommends that the Board of Supervisors require an evaluation of the CAMS system after the first six months of operation and that SFGH report the results of that evaluation to the Board of Supervisors.

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6. According to Mr. Dave Fong of the Controller's Office approval of the proposed resolution would support the intent of SFGH to include an appropriation of \$1.5 million in SFGH's 1991-92 budget for the maximum first year payment to Health Management Systems, Inc., subject to collection of sufficient revenues. The Controller's Office would certify the proposed contract as of July 1, 1991, based on inclusion of the \$1.5 million appropriation in SFGH's 1991-92 budget.

Recommendations: 1. The proposed resolution to approve a contract with the Health Management Systems, Inc. for a CAMS system which cannot exceed \$1.5 million annually is a policy matter for the Board of Supervisors.

2. If the Board approves the proposed legislation, amend the proposed resolution to require an evaluation, including data on increased revenues, increased costs and any cost reductions, and report to the Board of Supervisors on the CAMS system after the first six months of operation. To continue this contract, the data should unqualifiedly demonstrate that the net actual additional dollar benefit to SFGH exceeds the potential annual fee of \$1.5 million to be paid to the contractor.

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Item 12 - File 53-91-1

Department: Chief Administrative Officer (CAO)
Department of Public Works
Clean Water Program (CWP)

Item: This item is a proposed resolution finding and determining that the Islais Creek transport/storage facilities project will protect and preserve the environment and that the use of loan funds is the most cost-effective method of financing the project. The proposed resolution would also authorize the Director of Public Works to apply for and enter into loan agreements not to exceed \$93 million.

Amount: Up to \$93 million in State Loan Funds

Source of Funds: State Water Resources Control Board

Project: Construction of the Islais Creek Transport/storage facilities. The proposed Islais Creek facilities would capture, store, and transport sewage from drainage areas in the central portion of the City to the Southeast Treatment Plant.

Description: The State Water Resources Control Board has issued a Cease and Desist order, which requires the CWP to reduce the incidence of sewage overflows into the Bay during heavy periods of rain.

The CWP proposes to build the Islais Creek Transport/Storage Structure, which would run along Islais Creek, the old Western Pacific Railroad right-of-way, to a point near Bayshore Blvd. Sewage would then be transported to the existing Southeast Treatment Plan. CWP estimates that construction of the Islais Creek Transport/Storage Structure would result in a reduction of combined sewage and storm overflows from 38 annual occurrences to 10 annual occurrences.

Mr. Harold Coffee of CWP has roughly estimated the total construction costs for the Islais Creek Transport/Storage Facilities as follows:

Construction	\$77,600,000
Construction Contingency (10%)	7,700,000
Non-construction costs	<u>7,700,000</u>
Total	\$93,000,000

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Non-construction costs include costs for on-site inspections, change orders, facilities start-up, permits, surveys, and costs of other City departments.

CWP currently expects the proposed loan from the State Revolving Loan Fund to pay for the cost of constructing the Islais Creek Transport/Storage Facility.

The City, in accordance with City Charter Section 7.300(b) approved by the voters in November, 1988, may seek State loan funds for such purposes as protecting and preserving the environment if such borrowing would be the most cost-effective method of financing. Charter Section 7.300(b) requires that the Board of Supervisors determine that obtaining a State loan is the most cost-effective financing method based on a recommendation by the Chief Administrative Officer (CAO).

The CAO has advised that a State loan of \$93 million is available from the Water Resource Control Board at an estimated interest rate of 3.5 percent and is the most cost-effective method of securing financing for the proposed Islais Creek Transport/Storage Project. Based on a twenty-year amortization schedule prepared by the CAO comparing a State loan with a 3.5 percent interest rate and a revenue bond at 7.5 percent, the City would save over \$56 million by obtaining a State loan over a twenty-year period, as follows:

<u>Description</u>	<u>Total Cost over 20 years</u>	<u>Savings by Obtaining a State Loan</u>
State Loan	\$130,871,602	0
Revenue Bonds	\$187,227,930	\$56,356,328

The City would repay this proposed State loan at the rate of \$6,543,580 annually upon completion of construction. The source of this loan repayment would be the City's Sewer Service Charge. The actual cost of the proposed State loan may vary because the actual loan rate would be determined at the time the loan is made.

Comments:

1. Approval of this item would authorize the City, through the Director of Public Works, to enter into loan agreements of up to \$93 million with the State. However, should the State not have the entire \$93 million available in loans for this project, the CWP intends to use funding from the sale of Sewer Revenue Bonds already approved by the Board of Supervisors, in order to complete the project. However, any Sewer Service

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Charge rate increases require approval by the Board of Supervisors.

2. Although the proposed resolution would authorize acceptance and use of State Loan funds, separate approval by the Board of Supervisors will be required to expend these funds.

3. The use of these proposed loan funds is to protect and preserve the environment by improving the treatment of raw sewage and decreasing the amount of untreated sewage that passes into the Bay during the rainy season. The CWP advises that this will result through the construction of the transport/storage facility, as required by the State's cease and desist orders.

4. The construction schedule for the Islais Creek Transport/Storage facilities is as follows:

Begin Construction	January, 1992
Complete Construction	May, 1994
Start Operation	January, 1996

5. Although it is anticipated that the Islais Creek Transport/Storage facility would be finished in May of 1994, CWP would not begin operations until January, 1996, because CWP also plans to construct a pump station to pump the sewage and storm overflows to the existing Southeast Treatment Plant. CWP does not expect to complete the pump station until January of 1996.

Recommendation: Approve the proposed resolution.

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Item 13 - File 68-91-1

Department: Mayor's Office of Community Development (MOCD)

Item: Resolution authorizing the MOCD to apply for, accept and expend a continuation Federal grant and requiring matching funds of \$422,000.

Grant Amount: \$422,000

Source of Funds: U.S. Department of Housing and Urban Development (HUD)

Project: Emergency Shelter Grant Program, (Stewart B. McKinney Homeless Assistance Act)

Required Match: 100 percent (see Comment No. 1)

Grant Period: Two years from approval of the proposed grant application

Description: In February, 1990 the Board of Supervisors authorized the MOCD to apply for, accept, and expend a \$418,000 grant for the Emergency Shelter Program (File 68-90-1). The proposed grant funds are for a continuation of this project. Emergency shelter grant funds for the homeless are intended to improve the quality of emergency shelters, to increase services for the homeless population, and to increase the possibility of the homeless to find improved stabilized housing to help them search for employment effectively.

MOCD reviewed applications based on a Request For Proposal (RFP) distributed to nonprofit agencies providing emergency shelters and assisting the homeless. Eligible activities include capital improvements, operating payments, and essential services with a 30 percent limitation of the total grant allocation for essential services such as counseling services, and a maximum of five percent for administrative costs directly related to administering the grant assistance. MOCD received 16 applications and found 11 agencies suitable for funding.

Project Budget: The 11 separate agencies proposed for funding are as follows:

Asian Women's Shelters \$24,000

The total amount would be used for maintenance and operating payments including rent, utilities, insurance, furnishings for the kitchen and bedding. The Asian Women's Shelter is a shelter for battered monolingual Asian women and their children.

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Catholic Charities/Diamond Youth Shelter **\$25,000**

The total amount would be used for maintenance and operating payments including utilities, telephone, insurance, furnishings, household supplies and minor repairs. Diamond Youth Shelter is a shelter for homeless youth ages 12-17.

Central City Hospitality House **\$39,300**

A total of \$8,870 would be used to cover a portion of the Shelter Manager position at Orlando House (the youth shelter) in the South of Market area. A total of \$22,430 would be used for operating expenses including rent, utilities, insurance, and other office supplies for the homeless youth component at 146 Leavenworth. The remaining \$8,000 would be used for serving 100 meals per weekend for 50 weeks at a rate of \$1.60 a meal. Central City Hospitality House is a community center in the Tenderloin which provides support services for homeless individuals. Orlando House is an emergency shelter for homeless youth in the South of Market area.

Dolores Street Community Center **\$23,700**

The funding would be used for maintenance and operating payments including rent, insurance, utilities, and furnishings (blankets and towels). Dolores Street Community Center is a shelter for homeless Latino males ages 17-25.

**Golden Gate Chapter-
American Red Cross Bay Area** **\$67,625**

The \$67,625 will be matched by the St. Anthony Foundation. The funds would be used through networking with 28 referring/screening agencies, to provide direct rental subsidies for individuals, families and households facing eviction because of inability to pay rent. The American Red Cross Golden Gate Chapter provides early intervention case management, outreach and support services for individuals, families and households at risk of eviction, thereby providing a viable alternative to displacement and homelessness.

Hamilton Family Center **\$60,000**

\$30,000 would be used to pay the salary of a weekday Day Program Supervisor position and pay for a portion of a weekend Day Program Supervisor. The remaining \$30,000 would be used for the Center's insurance, utilities, telephone,

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scavenger and supplies for one year. Hamilton Family Center is San Francisco's Emergency shelter for homeless families, operating 24 hours a day, year round. The population served are parents with children, expectant couples and single pregnant women.

La Casa de Las Madres \$35,000

The funds would be used to pay utilities, insurance, telephone and maintenance cost. La Casa de Las Madres is a shelter for battered women.

La Raza Centro Legal \$44,175

A total of \$44,175 would be used to provide 50 percent matching funds to the agency to hire one Housing Attorney I, one Housing Attorney II, and one Paralegal. La Raza Central Legal (LRCL) is a nonprofit law center that aims at both educating and advocating for the Spanish speaking community around issues concerning their civil rights. LRCL's Homeless Prevention Project provides legal representation of indigent tenants in eviction proceedings and mediation programs for landlord-tenant disputes. The project particularly seeks to address the special needs of the Latino homeless population.

Larkin Street Youth Services \$31,000

The funding would be used to pay for a portion of the operating expenses of the counseling and drop-in center such as utilities, telephone, scavenger, and custodial services. In addition, the funding would be used to cover 10 percent of the rent for the Medical Clinic which provides health care and HIV care to the youths. Larkin Street Youth Services provides counseling and day time drop-in services to homeless youth ages 12-18.

St. Vincent de Paul \$25,000

\$14,000 would be used to pay a portion of the weekend Shelter Supervisor. \$6,000 would be used to pay for two months rent, and \$5,000 would be used to help cover insurance and utility costs. St. Vincent de Paul provides services to homeless individuals.

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Travelers Aid San Francisco **\$30,200**

The funds would be used to fund 0.8 FTE of a Program Supervisor who would provide direct services to homeless clients and ensure follow-through on referrals for emergency and permanent housing, food, and case management. Traveler's Aid provides emergency housing, food assistance, education, counseling and case management to homeless individuals and families.

Mayor's Office of Community Development **\$17,000**

Approximately four percent of the total grant award would be used to administer and monitor grants to the nonprofit agencies.

Total **\$422,000**

Indirect Costs: None (see Comment No. 4)

Comments:

1. Mr. Jon Pon of the Mayor's Office of Community Development reports that HUD requires 100 percent local match to receive funds from this Federal Emergency Shelter Grant Program. This match can be met by any City programs that provide services to the homeless. Since the Community Development Block Grant (CDBG) Program budget for 1990-91 alone included over \$422,000 for homeless programs, no additional City funding would be needed for this match. Mr. Pon further reports that the CDBG Program is eligible to use as local matching funds by the grantor.

2. The proposed grant amount is \$4,000 greater than the grant amount of \$418,000 received in 1990.

3. The MOCD was notified of the availability of these grant funds on January 22, 1991, and the application deadline is March 8, 1991. Therefore, the resolution should be amended to authorize the MOCD to apply for the proposed grant only. If the MOCD receives the award, the MOCD should submit a subsequent resolution to accept and expend the awarded grant funds.

4. Mr. Pon reports that indirect costs for this project would be included in the \$50,000 which the Mayor's Office has previously budgeted from the Community Development Block Grant (CDBG) Program for indirect costs for MOCD grant supported projects. As of the writing of this report, the MOCD has not provided any written evidence of how the indirect costs previously approved by the Board of Supervisors to reimburse the City's General Fund for handling the CDBG

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Program can also be used to reimburse the City's General Fund for handling the proposed grant.

- Recommendations:**
1. Amend the proposed resolution to delete the accept and expend clause and to authorize the MOCD to apply for the proposed grant only.
 2. Request the MOCD to submit a letter to the Board of Supervisors explaining how the indirect costs previously approved by the Board of Supervisors to reimburse the City's General Fund for handling the Community Development Block Grant Program, can also be used to reimburse the City's General Fund for the proposed Emergency Shelter Grant Program.

Item 14 - File 133-91-2

Department: Chief Administrative Officer (CAO),
Solid Waste Management Office

Item: Resolution authorizing the CAO to apply for a new State
grant, retroactively.

Grant Amount: \$40,000

Source of Funds: California Integrated Waste Management Board (CIWMB)

Grant Period: July 1, 1991 through June 30, 1992

Project: Household Hazardous Waste Project

**Project
Description:** The proposed grant would fund a program for recycling used
motor oil generated by households.

Currently, there are more than 450,000 registered motor vehicles in San Francisco. According to Mr. Bill Quan of the Solid Waste Management Program Office, disposal of used motor oil from oil changes performed at residences is a major problem: oil is a primary item received at the Household Hazardous Waste Collection Facility (HHWCF) and is also a major source of pollution in the City's wastewater treatment plant.

The objective of the proposed project is to reduce the amount of hazardous waste pollution by facilitating the recycling of used motor oil through approved means. As proposed, eight above ground oil storage tanks would be operated at two recycling centers, five service stations, and the City's automobile tow site in Central Basin, which would accept used oil from the public free of charge. The used oil would periodically be collected from the tanks by Evergreen Oil Recyclers, which has agreed to collect the used motor oil from the centers and stations at no charge, provided the used oil is kept in separate containers.

The following neighborhoods would receive oil storage containers:

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<u>Area</u>	<u>Facility Location For Storage Tanks</u>	<u>Zip Code</u>
Sunset District	(2 service stations)	94122
Mission District	(1 service station)	94110
Marina District	(1 service station)	94133
Haight	(1 service station)	94117
Central Basin	(City tow facility)	94107
Richmond District	(1 recycling center)	94118
India Basin	(1 recycling center)	94124

Project Budget: The project budget of \$40,896.36 is contained in Attachment 1, as submitted by the Solid Waste Management Program Office. Itemization of the equipment is as shown below.

500 Gallon Convault Tank	\$3,503	
Earthquake Restraints	280	
Delivery	210	
Installation	<u>600</u>	
Total	\$4,593	x 8 tanks = \$36,744

The total Personnel Services amount of \$3,062.63, as shown in Attachment 1, is to pay for the services of an existing position in the Solid Waste Management Program Office. Those services include preparing the request-for-proposal, bid solicitations, and setting the project into operation with the service stations and recycling centers. Evergreen would provide this service at no charge to the City because it can purify the used oil and reuse it economically.

Local Match: None

Indirect Cost Rate: None permitted by the State Integrated Waste Management Board

Comments: 1. Mr. Bill Quan, Solid Waste Management Program, reports that his office is seeking approval of the proposed grant retroactively because the State's deadline for submission of the grant application is February 22, 1991 and therefore the grant will be submitted to the State prior to its approval by the full Board of Supervisors.

2. Mr. Quan reports that the project funds would be used to purchase oil storage tanks for the service stations and recycling centers for purposes of accepting used oil from the public; no new positions would be created or funded because of this project.

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3. According to Mr. Quan, seven of the City's approximately 154 service stations currently accept used oil and charge a fee of from \$.25 to \$1 per gallon for doing so. These service stations do not advertise the service.

4. Mr. Quan reports that Evergreen Oil, the recycling firm that would collect the used oil from the service stations and recycling centers, is the only oil recycling firm in the country to use the Mohawk method of recycling, which involves purifying the used oil rather than mixing the used oil with new oil.

5. The existing resolution should be amended as follows:

a. In line 3 of page 1, add the word "and" preceding the word "providing."

b. In line 18 of page 1, change "has authorized" to "is authorized."

c. In line 22 of page 1, delete the words "contracts" and "agreements" and the word "and" at the end of the line.

d. Delete line 23 of page 1.

The substantive changes to lines 22 and 23 of page one are to delete provisions that are contrary to an "apply for" resolution.

6. The proposed project is in accordance with the City and County Hazardous Waste Management Plan, Final Draft, dated January 1991.

7. Mr. Quan has advised the Budget Analyst that the Solid Waste Management Program Office will submit an amendment to the proposed resolution at the Finance Committee meeting to increase the authorized application amount by \$896.36 from \$40,000 to \$40,896.36, in accordance with the proposed project budget.

Recommendations: 1. Amend the proposed resolution in accordance with Comment 5 above.

2. Amend the amount of the authorized application amount from \$40,000 to \$40,896.36.

3. Approve the proposed resolution as amended.

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FEB-14-1991 12:16 FROM C.A.O.-SAN FRANCISCO

TO

92520461

P.02

BUDGET

Grant Applicant: City & County of San Francisco
 Program Title: Solid Waste Management Program
 Program Type: Used Oil Collection Tanks

Date: 2/14/91

	CIWMB Funds	Local Contribution
Personnel Expenses		
Salaries and Wages	<u>\$2,940.00</u>	<u>0</u>
Benefits @ <u>1.45%</u> (Medicare) +	<u>122.63</u>	<u>0</u>
Total Personnel Services \$1.674 for health benefits per year.*	<u>\$3,062.63</u>	<u>0</u>
Contracts		
Waste Transportation and Disposal	<u>0</u>	<u>0</u>
On-site Services	<u>0</u>	<u>0</u>
Other	<u>0</u>	<u>0</u>
(Itemize on separate sheet)		
Construction Expenses	<u>0</u>	<u>0</u>
(Itemize on separate sheet)		
Equipment	<u>\$36,744.00</u>	<u>0</u>
(Itemize on separate sheet)		
Materials and Supplies	<u>\$ 1,089.73</u>	<u>0</u>
This includes the education, public awareness, and advertising activities.		
TOTAL BUDGET	<u>\$40,896.36</u>	<u>0</u>
TOTAL PROGRAM COST		<u>\$40,896.36</u>

*The \$1.674 figure is the annual amount paid for health benefits for each employee. We divided \$1.674 by the 2,080 hours in the work year, to arrive at 80¢ paid for health benefits for each hour worked. The number of hours spent on the project (100) was multiplied by 80¢ to arrive at \$80. The \$2,940 figure was multiplied by 1.45% (Medicare) to arrive at \$42.63, which brings the total to \$122.63.

repetitive running/sorting

Item 15 - File 146-91-19

Department: Department of Public Health (DPH),
Community Public Health Services,
Forensic Youth Services

Item: Resolution authorizing the Department of Public Health as a sub-grantee in collaboration with the Larkin Street Youth Center, as prime grantee, to accept and expend a Federal continuation grant.

Amount of Grant: \$17,500

Source of Grant: U.S. Department of Health and Human Services, Office of Human Development Services

Grant Period: March 1, 1991 through September 30, 1991

Project: Homeless/Runaway Youth Substance Abuse Prevention Project

Project Description: The proposed continuation grant would extend the term of an existing grant-funded program by seven months from March 1, 1991 through September 30, 1991. The DPH received authorization as sub-grantee to apply for, accept and expend the previous grant by the Board of Supervisors on March 5, 1990 (File 146-90-9). The previous grant provided funds to the Larkin Street Youth Center as the prime grantee of the Federal grant funds for the provision of health services to runaway and homeless youth. The Center has the responsibility for the administration and coordination of the project. The DPH, along with the Youth Advocates and Catholic Charities, was a sub-grantee, and had entered into a Memorandum of Understanding (MOU) with the Larkin Street Youth Center to provide the services of a part-time Nurse Practitioner at Larkin Street Medical Clinic and at other locations in the community where homeless youth congregate. The services provided by the Nurse Practitioner include early screening and identification of youth who are at high risk for substance abuse, medical screening, treatment referral and substance abuse education. The proposed grant would continue to fund the half-time Nurse Practitioner for an additional seven months.

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The Larkin Street Youth Center, as prime grantee, would receive reimbursement for services provided for the project directly from the U. S. Department of Health and Human Services. In turn, the DPH, as a sub-grantee, would receive reimbursement for the provision of Nurse Practitioner services directly from the Larkin Street Youth Center.

**No. of Persons
to be Served:**

Approximately an additional 200 youth

Grant Budget:

Nurse Practitioner (.22 FTE)	
Salary	\$12,600
Fringe Benefits	<u>4,900</u>
Total	\$17,500

Local Match:

None

Indirect Costs:

None

Comment:

1. Attached is the Health Commission's "Summary of Grant Request" as prepared by the DPH.
2. The proposed continuation grant did not require an application from DPH. Therefore, the DPH did not request authorization to apply for the proposed grant.
3. The DPH as sub-grantee for the proposed grant was not able to request indirect costs.

Recommendation:

Approve the proposed resolution.

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Grantor Office of Human Development Services Division CPHS Attachment
 Contact Person Mary Butler Section Special Programs for Youth
 Address 200 Independence Ave. S.W. Contact Person Janet Shalwitz, MD
Washington, DC Telephone 753-7780
 Amount Requested \$ \$17,500 Application Deadline NA
 Term: From 3/1/91 To 9/30/91 Notification Expected We have been notified
 Health Commission _____ Board of Supervisors: Finance Committee _____
 Full Board _____

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
 (Circle appropriate words) grant in the amount of \$ 17,500 from the period of 3/1/91 to 9/30/91
 to provide health care services to runaway and homeless youth.

II. Summary: (Concise summary; need addressed; number & groups served; services and providers)

Homeless and runaway youth are at high risk for substance abuse. With funding from
OHDS, 1/1/90-2/28/91, Larkin Street as the prime grantee of this federal grant in
collaboration with Youth Advocates, Catholic Charities, and the Department of Public
Health have developed a system of prevention, intervention and pre-treatment of sub-
stance abuse in very hi risk youth. DPH has provided over 500 youth in these programs with
comprehensive health care services including substance abuse education and treatment refer
 III. Outcomes/Objectives: al.
Over 500 youth seen at the Larkin Street Medical Clinic have been provided with
the intended services. From March thru September, 1991 over 200 youth will be provided
with comprehensive health care services.

IV. Effects of Reduction or Termination of These Funds:

Funding for a half-time Nurse Practitioner would be eliminated unless assumed by another
grant.

V. Financial Information:

	Col. A	Col. B	Col. C	Col. D	Req. Match	Approved by
	Two Years Ago	Past Year/Orig.	Proposed	Change		
Grant Amount	\$ 42,500		\$17,500	+ 17,500		
Personnel			\$17,500			
Equipment						
Contract Svc.						
Mat. & Supp.						
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(Cover included above)

VII. Personnel

F/T CSC					
P/T CSC					
Contractual					

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
General Fund

Will grant funded employees be retained after this grant terminates? If so, How?

Yes, Most likely by obtaining new grants related to substance abuse or HIV care.

VIII. Contractual Services: Open Bid _____ Sole Source _____ (If sole source, attach Request for Exemption Form)

Item 16 - File 146-91-20

Department: Department of Public Health (DPH),
Community Public Health Services

Item: Resolution authorizing the Department of Public Health to accept and expend an augmentation to a continuation State grant.

Amount of Grant: \$97,532

Source of Grant: State Department of Health Services

Grant Period: March 1, 1991 through September 30, 1991

Project: Women, Infants and Children (WIC) Program

Description: In May 1990, the Board of Supervisors authorized the DPH to apply for, accept and expend a State grant for the WIC Program (File 146-90-33). The proposed grant augmentation would provide additional funding for the WIC Program. The WIC Program, which has been in operation since 1986, provides nutrition education and supplemental foods to pregnant, lactating or postpartum women and to children under age five who are receiving ongoing medical care. Eligible clients must also meet Federal income guidelines, reside in the local target area and be determined by a health professional to be at nutritional risk.

No. of Persons to be Served: 14,070 participants per month

Indirect Costs: None

Required Match: None

Comments:

1. The DPH was unable to provide budget details for the grant augmentation. Therefore, the proposed resolution should be continued one week pending submission of such additional information.
2. The attached "Health Commission-Summary of Grant Request" reflects some contradictory budget information which still needs to be resolved. For example, indirect costs are listed as \$4,668 and the DPH's representative reported that indirect costs would not be included in the budget.

Recommendation: Continue the proposed resolution for one week.

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Item No. _____ Health Commission - Summary of Grant Request

Rev. 4/10/90

Grantor State Dept. of Health Services
 Contact Person Jo Ann Wray, Chief of WIC
 Address 714/744 P Street
Sacramento, Ca. 95814

Division Community Public Health Services
 Section Family Health
 Contact Person Florence Stroud
 Telephone (415) 554-2620
 Application Deadline _____
 Notification Expected N/A
 Board of Supervisors: Finance Committee _____
 Full Board _____

Amount Requested \$ 97,532
 Term: From 3/91 To 9/30/91
 Health Commission 2/5/91

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a) grant in the amount of \$ 97,532 from the period of 3/1/91 to 9/30/91 to provide WIC services.

II. Summary: (Concise summary; need address; number + groups served; services and providers)

The WIC Program provides nutrition education and supplemental foods to pregnant women lactating or post-partum women and to children under five years who are receiving ongoing medical care; meet Federal income guidelines; reside in the local target area and are determined by the health professional to be at nutritional risk. The Dept. of Health has administered this program since 10/86.

III. Outcomes/Objectives:

To augment outreach and counseling services by professional staff. This action will restore services that were not provided 100% level at the beginning of fiscal year.

IV. Effects of Reduction or Termination of These Funds:

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		975,316	1,072,848	97,532		
Personnel		949,242	1,017,114	67,872		
Equipment		14,074	29,074	15,000		
Contract Svc.		-	-	-		
Mat. & Supp.		10,000	16,000	6,000		
Facilities/Space		1,000	1,000			
Other			2,000	2,000		
Indirect Costs			4,668	4,668		
Travel		1,000	3,000	2,000		
VI. Data Processing						

(costs included above)

VII. Personnel

	27.0	29	2
F/T CSC			
P/T CSC	.5	1.5	.5
Contractual			

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 NONE

Will grant funded employees be retained after this grant terminates? If so, How?
 It is not foreseeable that grant will terminate.

VIII. Contractual Services: Open Bid _____ Sole Source _____
 (if sole source, attach Request for Exemption Form)

Item 17 - File 100-89-1.22

Department: Fire Department

Item: Release of reserve

Amount: \$23,000

Source of Funds: General Fund

Description: In the 1989-90 Fire Department budget, the Finance Committee reserved \$250,000 for management training under the Fire Department's Consent Decree Program, pending the selection of a contractor to provide these services. These funds were subsequently carried over as reserved funds for 1990-91. The Finance Committee previously approved the release of \$24,000 of the \$250,000 for management training services provided by private contractors, leaving a current balance of \$226,000 on reserve.

The Fire Department is now requesting the release of \$23,000 to pay for management training services to be provided by Civil Service. The Fire Department reports that these management training services primarily include a three-day course which was developed, by Civil Service, to meet the specific needs of the Fire Department. The training course will include information and techniques on how to enhance communication, management and supervisory skills. The Department plans to have 305 uniformed personnel, in groups of 15 and 16, attend this training between January 15, 1991 and June 30, 1991. The Fire Department would fund the management training services through a work order to the Civil Service Commission.

Comment: Based on the Budget Analyst's inquiries as to specifically how the requested funds will be expended, the Fire Department has requested that the proposed legislation be continued to the call of the Chair to allow the Department additional time to clarify whether or not the proposed release of reserve funds is needed.

Recommendation: Continue this item to the call of the Chair as requested by the Fire Department.

Item 18 - File 133-89-1.1

Department: Chief Administrative Officer (CAO)
Solid Waste Management Program

Item: Request to release reserved funds from the Solid Waste Management Program's 1989-90 budget for recycling internships and site improvements.

Amount: \$50,000

Source of Funds: Refuse Collection Fees

Description: In the Solid Waste Management Program's 1989-90 budget, the Board of Supervisors placed \$155,000 on reserve for recycling development projects. Of this amount, the Board of Supervisors released \$60,000, which was allocated to San Francisco Alive to promote neighborhood recycling and litter abatement programs.

The Solid Waste Management Program now requests release of \$50,000 of the remaining \$95,000 to be used for site improvements at non-profit community recycling centers and approximately 1,667 hours of internships through the San Francisco Conservation Corps to provide assistance at the various community recycling centers.

The Solid Waste Management Program proposes to allocate \$25,000 of the reserved funds for one-time site improvements as follows:

<u>San Francisco Community Recyclers</u>	\$8,334
(555.6 hours at \$15 per hour)	

Eight corpsmembers would construct sorting tables, paint recycling containers, sort recyclable materials, and provide general clean-up.

<u>Haight Ashbury Neighborhood Council</u>	8,334
(555.6 hours at \$15 per hour)	

Eight corpsmembers would construct bulletin boards, and sort recyclable materials.

<u>Richmond Environmental Action</u>	<u>8,332</u>
(555.5 hours at \$15 per hour)	

Eight corpsmembers would paint recycling containers, construct bulletin boards, and sort recyclable materials.

Total	\$25,000
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BOARD OF SUPERVISORS
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The remaining \$25,000 would fund new recycling internships at the following sites:

Center for Marine Conservation \$2,400
(160 hours at \$15 per hour)

The intern would perform routine office work, answer phones, handle outgoing mail, and interact with clients.

San Francisco Community Recyclers 2,400
(160 hours at \$15 per hour)

The intern would sort recyclable materials and operate a forklift.

San Francisco State University 2,400
(160 hours at \$15 per hour)

The intern would perform routine office work and interact with clients.

Remi Rubel Designs 2,400
(160 hours at \$15 per hour)

Intern would learn how recycled materials can be used for art.

Haight Ashbury Neighborhood Council 7,200
(480 hours at \$15 per hour)

Three interns would sort and collect recyclable materials.

Richmond Environmental Action 8,200
(547 hours at \$15 per hour)

Three interns would sort and collect recyclable materials.

Total \$25,000

Comments:

1. Ms. Shelley Reider of the Solid Waste Management Program advises that the Internship Program for \$25,000, as indicated above, is a new program, and the Solid Waste Management Program expects to continue to fund the Internship Program in the next fiscal year.

2. In addition to the above non-profit community recycling centers, during the past year, the City implemented curbside recycling through the existing garbage service. Ms. Reider states that State Law requires drop-off recycling sites for use by the public. The community recycling centers proposed to receive internship assistance, as specified above, serve as drop-off sites.

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- Recommendations:**
1. Approve the amount of \$25,000 allocated for one-time site improvements.
 2. Because the proposed internship program is a new program, which is expected to be continued, approval of the Solid Waste Management Program's request for this \$25,000 program is a policy matter for the Board of Supervisors.
 3. Continue to reserve the balance of \$45,000 (\$95,000 previously reserved less \$50,000 request), budgeted for recycling development projects, which is not needed at this time.

Item 19 - File 100-90-1.12

Department: Police Department

Item: Request to release reserved funds in the amount of \$346,000 for overtime pay.

Amount: \$346,000

Source of Funds: General Fund

Description: During the deliberations on the Fiscal Year 1990-91 Police Department budget, the Board of Supervisors placed on reserve \$346,000 allocated for Police overtime to account for a projected ten percent savings from the implementation of certain provisions related to Proposition 115, "the Victim's Bill of Rights." The projected savings never materialized, and the Police Department now projects Department-wide expenditures in overtime pay to exceed the budgeted amount for Fiscal Year 1990-91, and therefore requests release of the reserve of \$346,000.

Comments: 1. The Police Department had originally budgeted \$3,479,100 for overtime pay, which includes the \$346,000 placed on reserve. The Police Department's overtime expenditures are shown as follows:

Budget appropriation for overtime	\$3,479,100
Less amount spent through first six months (13 pay-periods)	<u>3,000,618</u>
Amount of overtime funds remaining	\$478,482
Projected expenditures for overtime over remaining six months (13.5 pay-periods)	<u>3,116,026</u>
Amount of projected shortfall	\$2,637,544

In its report to the Board of Supervisors and the Mayor on January 31, 1991, the Controller's Office estimated that, given current expenditure levels, the Police Department will incur a shortfall in overtime pay for 1990-91 of \$2.68 million. Mr. Tom Strong of the Police Department estimates a lower projected shortfall in overtime pay of \$2.55 million, due to expected savings from recently improved administrative practices in the Investigations Division. These estimates compare to the estimated shortfall of \$2.64 million made by the Budget Analyst. Based on these projections, the Police

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Department will spend all of its FY 1990-91 budget appropriation for overtime, and therefore, the request for release of reserves of \$346,000 is justified.

2. Mr. Strong also advises that Police Department costs associated with the recent peace demonstrations are not included in the overtime cost projections. The Department has charged these costs to the Extended Work Week (EWW) account. The Police Department uses regular overtime for additional work required of officers such as court appearances, while the Department uses EWW for special events or occurrences such as parades, demonstrations and street fairs.

3. Because of the projected shortfall, the Police Department plans to submit, at a later date, a supplemental appropriation request for increased funding of overtime pay and EWW pay.

Recommendation: Approve the Department's request for release of reserves in the amount of \$346,000 for overtime pay.

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Item 20 - File 101-90-36.1

Department: Department of Parking and Traffic

Item: Release of reserve

Amount: \$1,000,000

Source of Funds: Off-Street Parking Fund

Description: The Board of Supervisors previously approved a Supplemental Appropriation Ordinance (File 101-90-36) totalling \$1,000,000 to enable the Department of Parking and Traffic to pay for (1) contract services for an Environmental Impact Review (EIR) and (2) the clean up of toxic materials in connection with the construction of a proposed off-street parking facility for San Francisco General Hospital (SFGH). At the same time, the Board reserved the entire \$1,000,000 pending the Department's selection of contractors and a report as to the contractor's hours of professional services, hourly rates and MBE/WBE/LBE status.

The proposed parking facility is to be located on a site adjacent to SFGH, which is bordered by 23rd, 24th and Utah Streets and San Bruno Avenue. This site is currently occupied by the San Francisco Municipal Railway (MUNI) Ways and Structures Division. MUNI has declared this site to be surplus property and plans to move to a new facility in 1996 or sooner, if given six months notice.

The Department of Parking and Traffic is planning to construct a five-floor 1,400 stall public facility at the MUNI site. The proposed parking facility would cost a total of between \$10.2 and \$14.4 million (preliminary estimate). The proposed parking facility would be open to the public and would charge reduced rates for monthly parking. It is anticipated that employees would pay the same rates as other members of the public.

Comments: 1. Mr. Kevin Hagerty, of the Department of Parking and Traffic, reports that the Department has selected Orion Environmental Associates to perform the Environmental Impact Review (EIR). Orion Environmental Associates is a HRC-certified MBE/WBE firm. The contract with Orion Environmental Associates, which is pending approval subject to the proposed release of the reserved funds, is in the amount of \$162,850 as detailed below:

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Labor

Principal: 290 hrs. @ \$80/hr.	\$23,200
Sr. Associate: 320 hrs. @ \$70/hr.	22,400
Sr. Engineer: 90 hrs @ \$70/hr.	6,300
Graphics Tech: 80 hrs. @ \$45/hr.	3,600
Clerical/Admin: 50 hrs. @ \$35/hr.	<u>1,750</u>
	\$57,250

Consultants

51,300

Operating Expenses

Printing, copies	\$500
Mileage and travel	150
Supplies, maps, etc.	<u>400</u>
	<u>1,050</u>

Subtotal, Phase I

\$109,600

Labor

Principal: 190 hrs. @ \$80/hr.	\$15,200
Sr. Associate: 160 hrs. @ \$70/hr.	11,200
Sr. Engineer: 10 hrs. @ \$70/hr.	700
Graphics Tech: 20 hrs. @ \$45/hr.	900
Clerical/Admin: 20 hrs. @ \$35/hr.	<u>700</u>
	\$28,700

Consultants

10,400

Operating Expenses

Printing, copies	\$12,000
Mileage and travel	50
Supplies, maps, etc.	100
Court Reporter	<u>2,000</u>
	<u>14,150</u>

Subtotal, Phase II

53,250

Total, Phase I and II

\$162,850

2. Mr. Tim Johnson of the Department of Parking and Traffic reports that the cleanup of toxic waste materials will be managed by the Department of Public Health's Bureau of Toxics, Health and Safety Services. The majority of work involved in the cleanup is to be performed by staff of the Department of Public Health (DPH). The total project budget

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is estimated to cost \$312,002 of which \$201,800 would pay for services provided by the DPH, Bureau of Toxics, Health and Safety Services and the remaining \$110,202 will be used to fund contract services.

3. Mr. Johnson reports that the Department has selected Harding Lawson and Associates to perform the contract services for the cleanup of toxic materials. Harding Lawson and Associates, is currently under contract with the Public Utilities Commission (PUC) and was selected partly on the basis of their familiarity and work experience in connection with the PUC site where the toxic cleanup is to take place. Harding Lawson Associates is neither an MBE or WBE firm. However, Mr. Johnson advises that Harding Lawson Associates will be sub-contracting with three companies, two of whom, HEW Drilling and Eureka Laboratories, are registered as MBE firms with the Human Rights Commission (HRC). The participation by these two MBE firms represents approximately 34 percent of the contract. The contract with Harding Lawson Associates in the amount of \$110,202 is detailed below:

Project Management

Associate Hydrogeologist (\$79 x 20 hrs.)	1,580
Principal Engineer (\$104 x 10 hrs.)	1,040
Health and Safety Manager (\$98 x 25 hrs.)	2,450
Principle Engineer (\$97 x 20 hrs.)	1,940

Engineering

Senior Engineer (\$81 x 12 hrs.)	972
Project Engineer (\$56 x 40 hrs.)	2,240

Field Services

Project Geologist (\$53 x 150 hrs.)	7,950
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Chemistry

Senior Associate (\$96 x 20 hrs.)	1,920
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Remediation

Associate Microbiologist (\$80 x 50 hrs.)	4,000
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Site Characterization/Hydrogeology

Project Hydrogeologist (\$58 x 20 hrs.)	1,160
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Toxicology

Project Environmental Scientist (\$59 x 30 hrs.)	1,770
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Clerical/Administrative

Word Processor (\$43 x 80 hrs.)	3,440
Computer Time (\$25 x 50 hrs.)	1,250

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Other Services

Surveyor (\$85 x 10 hrs.)	850
Graphic Artist (\$45 x 12 hrs.)	540
Vehicle Cost (\$8 x 200 hrs)	1,600
Field Equipment (\$1,000 x 20 days)	<u>20,000</u>

Subtotal	\$54,702
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Sub-Contracts

Eureka Laboratory	
110 Samples at \$240/sample (hourly rates not applicable)	27,000

HEW Drilling	
7 days of drilling at \$1,500/day (hourly rates not applicable)	10,500

Bay Area Tank and Marine	
Excavation and Tank Removal	<u>18,000</u>

Subtotal	<u>\$55,500</u>
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Total	\$110,202
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Comment: The Department of Parking and Traffic's estimated cost of \$162,850 for the Environmental Impact Review and \$312,002 (\$110,202 contractual plus \$201,800 for DPH) for the clean up of the toxic materials totals \$474,852. Therefore, the proposed release of reserve should be reduced by \$525,148 from \$1,000,000 to \$474,852.

Recommendation: Release \$474,852 of the requested \$1,000,000 in reserved funds and continue to reserve \$525,148.

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Item 21 - File 132-91-1

Department: San Francisco Art Commission

Item: Communication requesting authorization for the Art Commission to apply for a continuation State grant and provide matching funds of \$70,000

Grant Amount: \$70,000

Source of Funds: California Arts Council

Term of Grant: July 1, 1991 through June 30, 1992

Project: State-Local Partnership Grant

Required Match: 100% (see Comment No. 1)

Description: The San Francisco Art Commission was officially named the "Local County Partner" to the California Arts Council by the Board of Supervisors in 1980 (File 135-80-12), making the Art Commission the official recipient of funds from the State Arts Council's State-Local Partnership Program. Under the proposed FY 1991-92 State-Local Partnership Grant, there are two levels of grant funding available. In 1991-92, \$30,000 will be available to all "Local County Partners" as Level I support for general operating costs. Level II funds are competitive grants for special projects promoting access to professional quality arts programs and services. The Art Commission is requesting \$40,000 in Level II grant funds. The proposed grant request of \$70,000 would fund both the Level I and Level II grants.

The proposed grant funds are for the following:

1. A portion of the salary for a manager of a clearinghouse to provide artists with information, technical assistance and advocacy for live/work space (housing and studio space combined).
2. A part-time administrator to design guidelines, screen applications and set up review panels for a new re-granting program by the Art Commission focused on arts education for youth.
3. Professional fees for artists exhibiting works at the Art Commission Gallery, as well as administrative and technical assistance, graphic design and exhibit documentation.

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4. Expansion of the Youth Arts Fund to bring more arts experiences to San Francisco youth. The Youth Arts Fund is financed through the Municipal Railway (Muni) under the Advertising Transit Shelter Agreement. The Fund's intent is to provide San Francisco's Youth with creative outlets in the hopes that graffiti on City buses, bus stops, etc. would cease.

Project Budget:	Contractual	\$15,000	
	Other	<u>55,000</u>	
	Total		\$70,000

Indirect Costs: Rate and amount unknown at this time (see Comment No. 4).

Comments: 1. The \$70,000 in required matching funds have been budgeted in the Art Commission's 1990-91 budget.

2. As of the writing of this report, the Art Commission was unable to provide a detailed budget for the proposed grant. Ms. Leah Forbes of the Art Commission advises that a detailed budget including information about indirect costs will be submitted when the Art Commission returns to the Board of Supervisors requesting permission to accept and expend the proposed grant.

3. Although the proposed grant is a continuation grant, the Art Commission did not request authority from the Board of Supervisors to apply for, accept and expend the previous grant. Ms. Forbes reports that, in the past, the Friends of the Art Commission, a nonprofit organization, acted as the Fiscal Agent for the Art Commission. According to Mr. John Madden of the Controller's Office, it is possible for a Fiscal Agent to apply for, accept and expend grant monies to be used for a City agency without the Board of Supervisors knowledge or approval and without the Controller's Office managing the grant funds.

4. However, Section 10.170 of the Administrative Code states that, "...no application for a federal, State or other grant involving any project or program shall be filed or authorized by any officer, employee, board or commission unless first recommended by the Mayor and approved by the Board of Supervisors." Furthermore, prior to the Board of Supervisors authorizing the expenditure of grant funds, the Controller's Office must certify the amount of indirect costs for the City from the grant. Mr. Ted Lakey of the City Attorney's Office reports that the City Attorney's Office has not yet had an opportunity to review this issue regarding the Art Commission not submitting the previous grant applications

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to the Controller, the Mayor or the Board of Supervisors for approval.

5. The proposed grant request is being brought before the Board of Supervisors for approval because the Friends of the Art Commission has recently dismantled, leaving the Art Commission without a Fiscal Agent.

6. The application deadline for the proposed funds is February 25, 1991. The earliest the Art Commission could receive authorization from the Board of Supervisors to apply for the proposed grant is February 25, 1991. Since the Art Commission will have already submitted its application by February 25, 1991, the proposed request should be amended to authorize the Art Commission to apply for the proposed grant retroactively.

- Recommendation:**
1. Prepare in and report out a resolution authorizing the Art Commission to apply for the proposed grant from the State in the amount of \$70,000 retroactively.
 2. Request that the City Attorney review the relationship between City departments and nonprofit organizations acting as fiscal agents for these departments regarding the ability of fiscal agents, versus City departments, to secure outside grant funding.

Item 22 - File 132-91-2

Department: San Francisco Art Commission

Item: Communication requesting authorization for the Art Commission Neighborhood Arts Program (NAP) to apply for a grant from the Grants for the Arts.

Grant Amount: \$149,298

Source of Funds: Hotel Tax Fund

Project: Support for NAP Programs in Communities, Cultural Centers Contractual Costs

Required Match: None

Comments:

1. Under Charter Section 3.201, the City's Publicity and Advertising Fund, which is financed by Hotel Tax revenues, is under the control of the Chief Administrative Officer (CAO). The CAO makes allocations from the Publicity and Advertising Fund to various arts organizations.
2. Mr. John Madden of the Controller's Office reports that the Art Commission does not have to not seek Board of Supervisors approval to apply for the proposed grant because the CAO, as the grantor, and the Art Commission, as the grantee, are both City Departments. The funds requested by this grant would be allocated through a work order from the Publicity and Advertising Fund to the Art Commission. The allocation of these funds is determined by the CAO under advisement of a citizens advisory committee.
3. Therefore, the Art Commission, based on the advice of the Controller's Office, requests that the proposed communication requesting authorization to apply for a grant be filed.

Recommendation: File the proposed communication requesting authorization to apply for a grant as requested by the Art Commission.

Item 23 - File 101-90-57

Note: This item was continued from the Finance Committee meeting of February 13, 1991.

Department: Airports Commission

Item: Supplemental Appropriation Ordinance for Capital Improvement Projects

Amount: \$17,903,602

Source of Funds:

Interest on unused balances of the Airport's capital project funds remaining from completed projects, as follows:

Airport Capital Improvement Fund	\$ 7,466,608
(originally funded from the operating budget)	
1967 General Obligation Bonds	56,756
1975 Series A Revenue Bonds	382,135
1977 Series B Revenue Bonds	483,130
1981 Series C Revenue Bonds	4,475,268
1983 Series D Revenue Bonds	3,018,705
1990 Series E Revenue Bonds	<u>2,021,000</u>
Total Source of Funds	\$17,903,602

Description: The proposed supplemental appropriation would reappropriate interest earned on the residual balances of funds for capital improvement projects that have been completed. The proposed uses of the reappropriations are as follows:

Replace Electrical Equipment and Change
Field Lighting Voltage \$ 2,900,000

Some electrical equipment in the Field Lighting Building and the existing emergency generator are old and obsolete. The Airport reports that finding replacement parts for these obsolete parts is almost impossible. The proposed project would replace this obsolete equipment and change the voltage of the field lighting from 4,160 volts to 480 volts so that during power outages the field lighting can be powered by emergency generators, which cannot be done under present conditions. According to the Airport, if this equipment is not replaced, the frequency of field lighting power outages is bound to increase.

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<u>Construct High Speed Exit Taxiway</u>	\$ 5,107,830
This project provides for the construction of a high speed exit taxiway off runway 19L directly into Boarding Area B. During storm conditions, Runway 19L is the main runway for takeoffs and landings. This project will allow aircraft to exit the runway sooner which would increase the runway's capacity.	
<u>Dike Reconstruction - Phase 5</u>	1,300,000
This project is Phase 5 of the Airport Dike Reconstruction Program. It provides for dike reconstruction on the South and Southeast side of the Seaplane Harbor.	
<u>Centerline Lights & Taxiway Lights Upgrade</u>	1,595,772
This project provides for a centerline lighting system for Taxiway A. Lights are needed for efficient and safe operations during night time and low visibility conditions.	
<u>Extend Runway Safety Area - Phase I</u>	3,000,000
The safety areas at the end of the Airport runways do not meet updated FAA standards. This project is Phase I of the runway safety area extension program at the Airport and will extend the safety area at the west end of Runway 28R-10L.	
<u>Runway Exit Fillet Widening- Phase I</u>	1,000,000
Some of the runway exit fillets (narrow, connector taxiways between main taxiways and runways) need to be upgraded and widened to meet the current FAA standards. These widened fillets will reduce the runway occupancy time and therefore, will increase the efficiency of Runway 28R operations. This project is Phase I of this runway exit fillet upgrading program and will widen the fillets at Runway 28R-10L at Taxiways "L", "P" and "X".	

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Electrical Power Distribution System Upgrade \$ 3,000,000

The electrical power distribution system's equipment and cabling are deteriorating and need systematic replacement. This project will replace components that are detected as failing and those that are estimated to be reaching their end of life.

Total Request \$17,903,602

Architectural and engineering design, inspections and project management for all proposed projects will be performed in-house by Airport staff, which accounts for 15 percent of the amount requested for each project. Contracts for each project will be competitively bid.

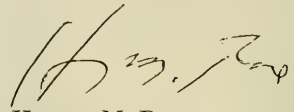
Comments:

1. The Capital Improvement Advisory Committee (CIAC) reports that the proposed projects are in conformity with the Master Plan and the CIAC Six-Year Capital Expenditure Plan. Mr. Louis Turpen of the Airport reports that the proposed projects are in conformity with the Airport's Five-Year Capital Projects Plan as approved by the airlines and the Airports Commission.
2. The Lease and Use Agreement between the Airport and the airlines requires that interest income on capital project funds and the funds remaining from completed projects be utilized for airport capital improvements.
3. Ms. Angela Gittens of the Airport states that the recent downturn in profitability for the airlines and the Airport as a result of world and market conditions has no impact on the proposed capital projects.
4. According to Mr. John Martin, 85 percent of the requested funds would be expended for outside contracts and 15 percent of the work will be accomplished in-house. The proposed Supplemental Appropriation Ordinance should be amended to reserve the 85 percent of each project, pending selection of the contractors and determination of the MBE/WBE status of the contractors.

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5. At the February 13, 1991 Finance Committee, the Committee continued this item for one week and requested that the City Attorney and Mr. Garibaldi of the City Attorney's Office attend the February 20, 1991 Finance Committee meeting. The Finance Committee is concerned with any potential legal issues raised by the Airport and the airline industry if Airport funds are placed on reserve pending the provision of information to the Finance Committee regarding the selection of contractors and the MBE/WBE status of such contractors.

Recommendation: Amend the proposed Supplemental Appropriation Ordinance to reserve 85 percent (total of \$15,218,062) of the amount requested for each project pending selection of the outside contractors and determination of the contractors MBE/WBE status (15 percent of the requested amounts will be expended in-house). Approve the proposed Supplemental Appropriation Ordinance as amended.



Harvey M. Rose

cc: Supervisor Gonzalez
Supervisor Shelley
Supervisor Hallinan
President Ward
Supervisor Achtenberg
Supervisor Alioto
Supervisor Britt
Supervisor Hsieh
Supervisor Kennedy
Supervisor Maher
Supervisor Migden
Clerk of the Board
Legislative Policy Analysts
Chief Administrative Officer
Controller
Carol Wilkins
Ted Lakey

BOARD OF SUPERVISORS
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SF
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#2
2/27/91

Gov't Documents
Public Library
Civic Center

CALENDAR - ACTIONS
TAKEN
MEETING OF
DOCUMENTS DEPT.
FINANCE COMMITTEE
MAR 4 - 1991
BOARD OF SUPERVISORS
SAN FRANCISCO
CITY AND COUNTY OF SAN FRANCISCO
PUBLIC LIBRARY

WEDNESDAY, FEBRUARY 27, 1991 - 2:00 P.M. ROOM 228, CITY HALL

MEMBERS: SUPERVISORS GONZALEZ, SHELLEY, HALLINAN

CLERK: JONI LANDRY

NOTE: Copies of the Budget Analyst's Report will be available for review on the counter in the Office of the Clerk of the Board, Room 235, City Hall, 10:00 a.m. the date of the meeting.

REGULAR CALENDAR

1. File 101-90-58. [Government Funding] Ordinance appropriating \$14,000, Board of Supervisors, for other contractual services; providing for ratification of action previously taken. RO #90179. (Controller)

(Consideration continued from 2/20/91)

ACTION: Hearing held. Recommended.

2. File 97-91-5. [Library Commission Acceptance of Gifts] Ordinance amending Administrative Code by adding Section 10.117-107 thereof, relating to acceptance of gifts by the Library Commission for the construction of additions or enhancements to the New Main Library. (Public Library)

(Consideration continued from 2/20/91)

ACTION: Hearing held. Consideration continued to 3/13/91.

3. File 97-91-8. [Municipal Railway Historic Preservation Fund] Ordinance amending Administrative Code Section 10.109-4, broadening the purpose of the Cable Car System Fund to include revenues so designated from sources other than donations and allow expenditures for operation and preservation of all historic assets upon appropriation by the Board Supervisors. (Public Utilities Commission)

ACTION: Consideration continued to the Call of the Chair (at request of department).

4. File 101-90-67. [Government Funding] Ordinance appropriating \$400,000, Municipal Railway, for services of other departments - Police Security. RO #90199. (Controller)

ACTION: Hearing held. Recommended.

5. File 97-91-2. [Environmental Review Fees] Ordinance amending the San Francisco Administrative Code by amending Section 31.46 concerning fees for environmental review procedures. (Supervisor Ward)

ACTION: Hearing held. Amendment of the Whole (as presented by Department of City Planning) entitled: "[Environmental Review Fees] Ordinance amending the San Francisco Administrative Code by adding Section 31.46A, to be operative through December 31, 1993, and amending Section 31.46 to be operative January 1, 1994 concerning fees for environmental review procedures" adopted. Consideration continued to 3/13/91 (legislation to be sent to City Planning Commission for hearing and recommendation).

6. File 115-91-1. [Planning Fees] Ordinance amending City Planning Code by amending, adding and renumbering various sections to impose new fees and change the amount of fees currently charged relating to Department of City Planning actions including the review of planning authorizations. (Supervisor Ward)

ACTION: Hearing held. Amendment of the Whole (as presented by Department of City Planning) entitled: "[Planning Fees] Ordinance amending Part II, Chapter II of the San Francisco Municipal Code (City Planning Code) by adding Article 3.5A, fees, article to be operative through December 31, 1993, to impose new fees and change the amount of fees currently charged relating to Department of City Planning actions including the review of planning authorizations and amending Article 3.5 to be operative January 1, 1994 and by adding new Section 364" adopted. Consideration continued to 3/13/91 (legislation to be sent to City Planning Commission for hearing and recommendation).

7. File 102-90-13. "[Public Employment] Ordinance amending Annual Salary Ordinance, 1990-91, Department of Public Health, Central Office, reflecting the addition of six positions (Classifications 2246 Assistant Director of Clinical Services, 2802 Epidemiologist I, 2230 Physician Specialist, 2908 Hospital Eligibility Worker, 2338 Nurse Practitioner and 2232 Senior Physician Specialist); companion to File 101-90-68. (Civil Service Commission)

ACTION: Hearing held. Amended to delete addition of Senior Physician Specialist (see deletion of line 24 and new title). New Title: "[Public Employment] Ordinance amending Ordinance No. 288-90 (Annual Salary Ordinance, 1990-91) reflecting the addition of five positions in the Department of Public Health, Central Office". Recommended as amended.

8. File 101-90-68. [Government Funding] Ordinance appropriating \$2,485,427, Public Health, for permanent salaries - miscellaneous, related mandatory fringe benefits, medical service contracts, materials and supplies and programmatic expenditures, for the creation of six positions for Fiscal Year 1990-91; subject of previous budgetary denial; placing on reserve \$131,191 for AIDS-HCSS Contract Office and \$485,584 for AIDS-HCSS MIS; pending EIPSC approval. (Supervisors Gonzalez, Britt)

ACTION: Hearing held. Amendment of the Whole (as presented by Controller) entitled: "[Government Funding] Ordinance appropriating \$2,471,362 for permanent salaries - miscellaneous, related mandatory fringe benefits, medical service contracts, materials and supplies and programmatic expenditures, for the creation of five (5) positions, Public Health for Fiscal Year 1990-91; subject of previous budgetary denial; placing on reserve \$150,000 for equipment-AIDS Administrative Office, \$131,191 for AIDS-HCSS Contract Office and \$485,584 for AIDS-HCSS MIS; pending EIPSC approval; providing for ratification of action previously taken" adopted.

Recommended as amended.

9. File 133-91-2. [Household Hazardous Waste Grant] Resolution authorizing the Chief Administrative Officer to apply for \$40,000 in Household Hazardous Waste Grant funding from the California Integrated Waste Management Board (CIWMB) and providing for ratification of action previously taken. (Chief Administrative Officer)

(Consideration continued from 2/20/91)

ACTION: Hearing held. Amendment of the Whole (as presented by Chief Administrative Officer) entitled: "[Household Hazardous Waste Grant] Resolution authorizing Chief Administrative Officer (CAO) to apply for \$160,896.36 in Household Hazardous Waste Grant Funding from the California Integrated Waste Management Board (CIWMB) and providing for ratification of action previously taken" adopted. Recommended as amended.

10. File 146-91-20. [Grant - State Funds] Resolution authorizing the Department of Public Health, Community Public Health Services, to accept and expend an augmentation to a grant of \$97,532 from the State Department of Health Services for WIC Services funded by the grant. (Mayor)

(Consideration continued from 2/20/91)

ACTION: Hearing held. Consideration continued to 3/6/91.

11. File 31-91-2. [Employee Replacement] Resolution Approving immediate filling of vacated position of Classification 1632 - Senior Account Clerk, Laguna Honda Hospital, Department of Public Health. (Department of Public Health)

ACTION: Hearing held. Tabled.

12. File 146-91-21. [Grant - Federal Funds] Resolution authorizing the Department of Public Health, Bureau of Communicable Disease Control, Tuberculosis Control Division, to apply for a grant of \$1,057,580, from the Department of Health and Human Services for the Tuberculosis Control Project. (Mayor)

ACTION: Hearing held. Recommended.

13. File 148-91-4. [Grant - Federal Funds] Resolution authorizing the Director of Public Works to apply for, accept and expend \$310,000 in Federal Highway Emergency Relief Funds for traffic mitigation improvements necessitated by the closure of the Embarcadero Freeway due to earthquake damage. (Department of Public Works)

ACTION: Consideration continued to 3/6/91.

14. File 172-91-2.1. [Negative Declaration] Resolution adopting final negative declaration, finding and determining that the expenditure of funds by the Sheriff's Department to construct an intake/booking/release, work furlough, and medical facility with parking on the Hall of Justice site, Assessor's Block 3759, lots 10, 12, 38 and 40, and Assessor's Block 3760, lots 117 and 120 for the property located at 425 Seventh Street will have no significant impact on the environment and adopting and incorporating findings of final negative declaration; companion to Files 172-91-2 and 195-91-1.

ACTION: Hearing held. Recommended.

15. File 172-91-2. [Grant Funding] Resolution authorizing the Mayor and the President of the Board of Supervisors to execute a contract between the City and County of San Francisco and the California State Board of Corrections to provide \$39,488,087 for an improvement and expansion program of the Adult Corrections System as outlined in Resolution No. 96-90; appointing Department of Public Works to act as grant finance officer; appointing Sheriff to act as project director; acknowledgement that matching funds have been appropriated. (Sheriff)

ACTION: Hearing held. Amended to place \$33,558,056 on reserve (see new title and page 3, beginning on line 14; after "San Francisco" add "; and, be it, further resolved, that funds totalling \$33,558,056 are placed on reserve, to be released by the Finance Committee as follows: \$3,558,056, pending commencement of construction work on Jail No. 3 and amendment of the contract with the State Board of Corrections and \$30,000,000, pending certification of the successful bid by the Human Rights Commission and MBE/WBE/LBE status").

New Title: "[Grant Funding] Resolution authorizing the Mayor and the President of the Board of Supervisors to execute a contract between the City and County of San Francisco and the California State Board of Corrections to provide \$39,488,087 for an improvement and expansion program of the Adult Corrections System as outlined in Resolution No. 96-90; appointing Department of Public Works to act as Grant Finance Officer; appointing Sheriff to act as Project Director; acknowledgement that matching funds have been appropriated; placing \$33,558,056 on reserve".

Recommended as amended.

16. File 195-91-1. [Jail Medical and Psychiatric Services Plan] Resolution approving long-term plan for Jail Medical and Psychiatric Services Plan. (Supervisor Gonzalez on behalf of City Attorney)

ACTION: Hearing held. Amended to add final "further resolved" clause on page 2, beginning on line 12; after "Court" add "; and, be it further resolved, that any proposed changes in the long-term plan for jail medical and psychiatric services shall be submitted to the Board of Supervisors for approval". Recommended as amended.

17. File 133-89-1.2. [Release of Funds] Requesting release of reserved funds, Chief Administrative Officer, in the amount of \$25,000, for recycling internship program. (Chief Administrative Officer)

ACTION: Consideration continued to 3/6/91.

18. File 146-90-76.1. [Release of Funds] Requesting release of reserved funds, Department of Public Health, in the amount of \$5,000, for the purchase of hardware & software for the Disease Control Perinatal Hepatitis B Prevention Project. (Department of Public Health)

ACTION: Consideration continued to 3/6/91.

19. File 100-90-1.13. [Release of Funds] Requesting release of reserved funds, Public Defender, in the amount of \$4,185, for sewer and sanitation services. (Public Defender)

ACTION: Hearing held. Release of \$4,185 recommended. Filed.

20. File 12-91-4. Hearing to consider endorsing Senate Bills 1X and 5X relating to sales tax on newspapers and other currently non-taxed items. (Supervisor Hallinan)

ACTION: Consideration continued to 3/6/91.

FILE NO. 102-90-13

ORDINANCE NO. _____

PUBLIC EMPLOYMENT

SAL.ORD.AMEND.NO. 11

1 AMENDING ORDINANCE NO. 288-90 (ANNUAL SALARY ORDINANCE, 1990-91) REFLECTING
 2/27/91 2 THE ADDITION OF ^{five}~~SIX~~ POSITIONS IN THE DEPARTMENT OF PUBLIC HEALTH, CENTRAL
 j11 3 OFFICE.

4 Be it ordained by the People of the City and County of San Francisco:

5 Section 1. The hereinafter designated section and items of Ordinance
 6 No. 288-90 (Annual Salary Ordinance, 1990-91) are hereby amended so that the
 7 same shall read as follows:

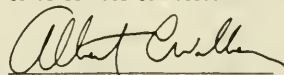
(Amend- ment)	No. Pos.	Class & Item No.	Class Title	Compensation Schedule
		Department:	83 Public Health Central Office	
		Division:	03 AIDS	
		Section:	01 AIDS Administrative Office	
		Program:	4120 Public Health AIDS	
		Fund:	01001 General Fund	
		Index:	732388 AIDS Administrative Office	
		Proj/Phase:	000/00 Unassigned Title	
		Object:	001 Permanent Salaries-Miscellaneous	
	1 added	1	2246 A Asst. Director of Clinical Services I Z,SC	\$205382496
	1 added	1	2802 A Epidemiologist I.....Z,SC	1342B1626
	1 added	1	2230 C Physician Specialist.....Z,SC	2571B3126
	1 added	1	2908 A Hospital Eligibility Worker.....	1114B1349
		Object:	005 Permanent Salaries-Nurses	
	1 added	1	2328 A Nurse Practitioner.....	1853B2314 14
		Dept.:	86 San Francisco General Hospital	
		Division:	01 General	
		Section:	00 General Division	
		Program:	4101 Acute Operations	
		Fund:	36001 Hospital Operating Fund	
		Index:	462580 Acute Operations	
		Proj/Phase:	000/00 Unassigned Title	
		Object:	001 Permanent Salaries-Miscellaneous	

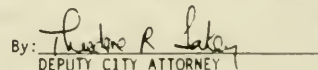
2/27/91
 j11

~~1 added 1 2232 A Senior Physician Specialist.....Z,SC \$2700B3282~~

27 APPROVED AS TO CLASSIFICATION:
 28 CIVIL SERVICE COMMISSION

APPROVED AS TO FORM:
 LOUISE H. RENNE, CITY ATTORNEY

29 
 30 GENERAL MANAGER, PERSONNEL

By: 
 DEPUTY CITY ATTORNEY

#5347C

BOARD OF SUPERVISORS

No. 11

FILE NO. 101-90-68

ORDINANCE NO. _____

RO #90204 SA #111

(Government Funding)

APPROPRIATING \$2,471,362 FOR PERMANENT SALARIES - MISCELLANEOUS, RELATED MANDATORY FRINGE BENEFITS, MEDICAL SERVICE CONTRACTS, MATERIALS AND SUPPLIES AND PROGRAMMATIC EXPENDITURES, FOR THE CREATION OF FIVE (5) POSITIONS, PUBLIC HEALTH FOR FISCAL YEAR 1990-91; SUBJECT OF PREVIOUS BUDGETARY DENIAL; PLACING ON RESERVE \$150,000 FOR EQUIPMENT-AIDS ADMINISTRATIVE OFFICE, \$131,191 FOR AIDS-HCSS CONTRACT OFFICE AND \$485,584 FOR AIDS-HCSS MIS; PENDING EIPSC APPROVAL; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Funds are hereby appropriated for Fiscal Year 1990-91 as follows:

DEPARTMENT AND NUMBER	SOURCE OF FUNDS AND PURPOSE OF APPROPRIATION	AMOUNT DEBIT CREDIT
01-001	General Fund	
G.L. 904 (000026)	Unappropriated Revenue Reserved	
Subsidiary 000053	AIDS/HIV Health Care Reserve	\$ 2,350,000
G.L. 496 (000026)	Unappropriated Revenue Reserved	
Subsidiary 000006	General Reserve	121,362
83-03-01	AIDS Administrative Office	
01-0010 (738388)	Permanent Salaries - Miscellaneous	\$ 29,197
04-0600	Retirement	4,380
04-0606	Social Security	2,234
04-0610	Health Service	1,138
04-0620	Unemployment Insurance	29
10-1010	Medical Service Contracts	1,534,195
11-1300	Materials and Supplies	25,000
	Total AIDS Administrative Office	\$1,596,173
83-03-01	AIDS Service Projects	
Project 101-10	Health Promotion	
11-1300 (735233)	Materials and Supplies	\$ 23,092
Project 101-20	AIDS - HCSS Contracts Office	
10-1030 (735233)	EDP Service - EIPSC AND PROP J/CSC	\$ 131,191

1	Project 101-25	AIDS - HCSS M.I.S.		
2	10-1050 (735233)	Data/Word Processing Professional Services	\$	113,195
3	10-1090	Other Contractual Services		8,859
4	20-2310	Data/Word Processing Equipment		<u>363,530</u>
5		Total-MIS	\$	<u>485,584</u>
6	Project 101-26	AIDS - HCSS Forensics		
7	11-1300 (735233)	Materials and Supplies	\$	33,000
8	Project 101-30	AIDS - Early Intervention		
9	01-0010 (735233)	Permanent Salaries - Miscellaneous	\$	8,670
10	01-0050	Permanent Salaries - Nurses		17,570
11	04-0600	Retirement		6,429
12	04-0606	Social Security		3,083
13	04-0610	Health Service		1,138
14	04-0620	Unemployment Insurance		40
15	10-1000	Professional Service Contracts		<u>100,467</u>
16		Total-Aids Early Intervention	\$	<u>137,397</u>
17		Grand Total Public Health - AIDS	\$	<u>2,406,437</u>
18	99-00-00	General Fund - Unallocated		
19	48-4700 (876789)	Contribution Transfer Out to #		
20		36-001 Hospital Operating Fund;		
21		86-01-00 S.F.General Hospital	\$	64,925
22		Total General Fund	\$	<u>2,471,362</u>
23	36-001	S.F.General Hospital Operating Fund		
24	86-01-00	Acute Operations		
25	98-9701 (199471)	Contribution Transfer In from #		
26		01-001 General Fund; #		
27		99-00-00 General Fund Unallocated	\$	64,925
28	Project 110-01	Hard 86 AIDS Support Services		
29	10-1020 ()	Professional Services - PropJ/CSC	\$	34,925
30	22-2200	Equipment Purchase		<u>30,000</u>
		Total	\$	<u>64,925</u>
			\$	<u>64,925</u>

Section 2. Funds are hereby appropriated for five (5) positions created by amendment to the Annual Salary Ordinance (Board of Supervisors File No.) as follows:

FUND	GENERAL FUND	
DEPARTMENT	PUBLIC HEALTH	
CLASSIFICATION	RATE	CREATED
2802N Epidemiologist I	\$1342 B 1626	1
2246N Asst. Dir. Clinical Svs.	2053 B 2496	1
2230C Physician Specialist	2571 8 3126	1
2908N Hospital Eligibility Worker	1114 8 1349	1
2328N Nurse Practitioner	1853 8 2314	1
Total		5

Section 3. This Ordinance is adopted by two-thirds vote of all members of the Board of Supervisors pursuant to Section 6.306 of the Charter. These items were previously requested by budget estimate and denied by the Board of Supervisors.

Section 4. Funds are hereby placed on reserve for \$150,000 for equipment - Aids Administrative Office \$131,191 for AIDS-HCSS contract office and \$485,584 for AIDS-HCSS MIS, to be released by the Finance Committee.

Section 5. Although the City has incurred no legal obligation under the Charter, the Board of Supervisors does hereby appropriate the funds necessary for the obligation and does hereby ratify the action previously taken.

APPROVED AS TO FORM:
LOUISE H. RENNE, CITY ATTORNEY

FUNDS AVAILABLE:

BY: BGLT
DEPUTY CITY ATTORNEY

Samuel D. Gochberg
CONTROLLER

CIVIL SERVICE COMMISSION:

BY: John J. Walsh
GENERAL MANAGER, PERSONNEL

FILE NO. 133-91-2

RESOLUTION NO. _____

[Household Hazardous Waste Grant]

1 RESOLUTION AUTHORIZING CHIEF ADMINISTRATIVE OFFICER (CAO) TO APPLY FOR
2 \$160,896.36 IN HOUSEHOLD HAZARDOUS WASTE GRANT FUNDING FROM THE CALIFORNIA
3 INTEGRATED WASTE MANAGEMENT BOARD (CIWMB) AND PROVIDING FOR RATIFICATION OF
4 ACTION PREVIOUSLY TAKEN.

5 WHEREAS, it is in the interest of San Francisco citizens to enact and
6 implement an integrated waste management plan to address the state's
7 diminishing landfill space and the potential adverse environmental impacts
8 from landfilling; and

9 WHEREAS, funds are available, pursuant to the provisions of Public
10 Resources Code sections 46400 and 46401 from the Solid Waste Management Fund,
11 for grants to local governments to establish and implement waste diversion and
12 separation programs to prevent disposal of hazardous waste, including
13 household hazardous waste, in solid waste landfills;

14 WHEREAS, partial funding will be used to purchase oil collection tanks for
15 service stations and recycling centers to allow them to accept used oil from
16 the public, free of charge, and therefore encourage proper collection and
17 recycling of used motor oil;

18 WHEREAS, the remaining funding will be used for the existing Waste
19 Acceptance Control Program (WACP), which is a load checking program designed
20 to remove hazardous waste from the City's municipal solid wastestream;

21 NOW, THEREFORE, be it resolved that the CAO is authorized to submit an
22 application to the California Integrated Waste Management Board for a
23 Household Hazardous Waste Grant. The CAO is hereby authorized and empowered
24 to execute in the name of the City and County of San Francisco all necessary
25 applications, and amendments to secure grant funds;

26 AND BE IT;

27 FURTHER RESOLVED THAT although the City has incurred no legal obligation,
28 the Board of Supervisors does hereby ratify the action previously taken.

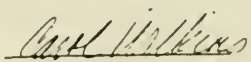
29 RECOMMENDED

30 
Rudolf Nothenberg
Chief Administrative Officer

BOARD OF SUPERVISORS

0634v

Chief Administrative Officer


Art Agnos
Mayor

FEB 27 '91

FILE NO. 172-91-2

RESOLUTION NO. _____

RD #90203

1 [Grant Funding]

2 AUTHORIZING THE MAYOR AND THE PRESIDENT OF THE BOARD OF SUPERVISORS TO EXECUTE A
 3 CONTRACT BETWEEN THE CITY AND COUNTY OF SAN FRANCISCO AND THE CALIFORNIA STATE
 4 BOARD OF CORRECTIONS TO PROVIDE \$39,488,087 FOR AN IMPROVEMENT AND EXPANSION
 5 PROGRAM OF THE ADULT CORRECTIONS SYSTEM AS OUTLINED IN RESOLUTION 96-90; APPOINTING
 6 DEPARTMENT OF PUBLIC WORKS TO ACT AS GRANT FINANCE OFFICER; APPOINTING SHERIFF TO
 7 ACT AS PROJECT DIRECTOR; ACKNOWLEDGEMENT THAT MATCHING FUNDS HAVE BEEN
 8 APPROPRIATED; PLACING \$33,558,056 ON RESERVE.

9 WHEREAS, the Board of Supervisors by Resolution No. 845-87 and Resolution
 10 No. 780-90 did authorize the Sheriff's Department to apply for California State
 11 Proposition 52 and 86 jail bond funds respectively; and

12 WHEREAS, the Board of Supervisors by Resolution No. 96-90 did approve the
 13 capital projects program to be funded by these said State bond funds; and

14 WHEREAS, the voters did approve the City and County of San Francisco
 15 Correctional Facilities Improvement Project Bond Act in the November 6, 1990
 16 election, providing matching and construction funds for said capital projects
 17 program; and

18 WHEREAS, State Regulations require that at the time a county submits its final
 19 architectural plans and specifications to the Board of Corrections for new
 20 facilities funded under State Propositions 52 and 86, the county must also submit
 21 a preliminary staffing plan, along with estimates of other anticipated operating
 22 and life cycle costs for the facility, which have been reviewed and approved by the
 23 Board of Supervisors in a public hearing; and

24 WHEREAS, State Regulations further require that before the Board of Corrections
 25 can approve any contract with a county for the expenditures of State Proposition 52
 26 or 86 funds on a project, the county must submit to the Board of Corrections, a
 27 resolution which authorizes the chairperson of the county's Board of Supervisors
 28 to sign the contract, appoints a fiscal officer, project manager, and contact
 29 person for the project, appropriates the necessary matching funds for the project,
 30 certifies that the Board of Supervisors has reviewed and approved the preliminary

SHERIFF

Page 1 of 3

BOARD OF SUPERVISORS

1 staffing plan and estimated operating costs for the proposed project, including any
2 comments from the Sheriff regarding said staffing plan and operating costs,
3 certifies that the county has complied with the Board of Corrections master siting
4 plan requirements, and attests to the "fair market value" of the project site; and

5 WHEREAS, the City and County of San Francisco, must be under contract for these
6 State bond funds no later than March 31, 1991; now, therefore, be it

7 RESOLVED, that the Mayor of the City and County of San Francisco and the
8 President of the Board of Supervisors are hereby authorized and directed to
9 execute a contract and any amendments thereto or extensions between the City and
10 County of San Francisco and the California State Board of Corrections for the
11 acceptance and expenditure of \$39,488,087 of State monies for an improvement and
12 expansion program of the adult corrections system as outlined in Resolution
13 No. 96-90; and, be it

14 FURTHER RESOLVED, that this Board of Supervisors appoints the Director of
15 Public Works and Clean Water Program to act as Grant Finance Officer and such
16 individual that the Director appoints in writing to be responsible for the
17 expenditures from this grant; and, be it

18 FURTHER RESOLVED, that this Board of Supervisors appoints the Sheriff of the
19 City and County of San Francisco to act as grant project director with the
20 authority in writing to appoint such person as he deems appropriate to act as the
21 contact person and project director for this grant project; and, be it

22 FURTHER RESOLVED, that this Board of Supervisors acknowledges the necessary
23 matching funds for this capital project program have been appropriated by a
24 combination of funds previously appropriated for these projects by this Board of
25 Supervisors, and funds received from the sale of general obligation bonds
26 authorized by the passage of the Correctional Facilities Improvement Project Bond
27 Act of 1990; and, be it

28 FURTHER RESOLVED, that this Board of Supervisors has reviewed and approved a
29 preliminary staffing plan and estimates of anticipated operating costs for the
30 facilities contained in this capital projects program, as set forth in a proposed

1 staffing plan submitted by the Sheriff with his comments, the Department of Public
2 Health, and the Department of Public Works; and, be it

3 FURTHER RESOLVED, That this Board of Supervisors' review of the preliminary
4 staffing plan and estimated operating costs for this capital projects program is
5 subject to the Board's final budgetary review and any further decisions or
6 actions that may be required of the Board in order to implement the staffing for
7 this capital project program; and, be it

8 FURTHER RESOLVED, That this Board of Supervisors certifies that the City and
9 County of San Francisco has complied with the Needs Assessment and Master Plan
10 submitted by this Board to the Board of Corrections; and, be it

11 FURTHER RESOLVED, That this Board of Supervisors attests to the "fair market
12 value" of the City and County owned sites involved in this capital projects program,
13 as set forth in writing under the signature of Director of the Real Estate
14 Department of the City and County of San Francisco; and be it

1/27/91
jll

15 FURTHER RESOLVED, That funds totalling \$33,558,056 are placed on reserve, to
16 be released by the Finance Committee as follows: \$3,558,056, pending commencement
17 of construction work on Jail No. 3 and amendment of the contract with the State
18 Board of Corrections and \$30,000,000, pending certification of the successful bid
19 by the Human Rights Commission and MBE/WBE/LBE status.

1/27/91
jll

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24 (See File for Departmental Signatures)
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FILE NO. 195-91-1

RESOLUTION NO. _____

1 [Jail Medical and Psychiatric Services Plan]

2 APPROVING LONG-TERM PLAN FOR JAIL MEDICAL AND PSYCHIATRIC SERVICES
3 PLAN.
4

5 WHEREAS, Health services at San Francisco County Jail #1 are
6 the subject of the Consent Decree in the case Stone v. City and
7 County of San Francisco, et al., No. C-78-2774 WHO, in the United
8 States District Court for Northern District of California; and,

9 WHEREAS, On May 13, 1988, the Federal Court in the Stone
10 case ordered that before the termination of the health portion of
11 the Consent Decree, the City must negotiate with the Plaintiffs and
12 submit to the Court a long-term plan for the continued provision of
13 medical and mental health care at County Jail #1; and,

14 WHEREAS, In January 1990, the Board of Supervisors adopted
15 Resolution #96-90 approving the use of state bond monies available
16 under Proposition 52 to build a new facility, next to the Hall of
17 Justice, a major portion of which would consist of new areas for
18 medical and psychiatric clinical care; and,

19 WHEREAS, The Department of Public Health's Division of
20 Forensic Services, in conjunction with the Sheriff's Department and
21 the City Attorney's Office, have now developed, and negotiated with
22 the Plaintiffs in the Stone case, a long-term jail medical and
23 psychiatric services plan; and,

24 WHEREAS, This medical and psychiatric services plan is
25 designed to be a program description specifying the type and
26 configuration of health care services to be provided at the Hall of
27 Justice complex once the new Sheriff's facility is constructed; and,

28 WHEREAS, The long-term medical and psychiatric services plan
29 is consistent with the guiding principles approved by the
30 San Francisco Health Commission and the Board of Supervisors, and

1 with applicable regulatory and professional standards; and

2 WHEREAS, On January 8, 1991, by Resolution No. 2-91 the
3 San Francisco Health Commission approved the draft long term jail
4 medical and psychiatric services plan and forwarded it for review by
5 the Board of Supervisors and for submission to the Federal Court; and

6 WHEREAS, On January 24, 1991, the Federal Court in the Stone
7 case ordered the City to submit its long term jail medical and
8 psychiatric services plan to the Court by early March 1991; now,
9 therefore, be it

10 RESOLVED, That the Board of Supervisors hereby approves the
11 Forensic Services Long Term Health Plan, dated January 15, 1991, and
2/27/91 forwards it to the City Attorney for submission to the Federal Court,
jll
12 and, be it

13
14 FURTHER RESOLVED, That any proposed changes in the long-term plan for jail
2/27/91 medical and psychiatric services shall be submitted to the Board of Supervisors for
jll approval.

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PAGE NO. -2-
02/15/91

CITY AND COUNTY



OF SAN FRANCISCO

BOARD OF SUPERVISORS

BUDGET ANALYST

1390 Market Street, Suite 1025, San Francisco, CA 94102 (415)554-7642

February 25, 1991

TO: Finance Committee

DOCUMENTS DEPT.

FROM: Budget Analyst - *RECORDS MANAGEMENT*

FEB 27 1991

SUBJECT: February 27, 1991 Finance Committee Meeting

SAN FRANCISCO
PUBLIC LIBRARY

Item 1 - File 101-90-58

Note: This item was continued by the Finance Committee at its meeting of February 20, 1991.

Department: Board of Supervisors

Item: Supplemental appropriation ordinance for \$14,000 for other contractual services and providing for ratification of action previously taken.

Amount: \$14,000

Source of Funds: General Fund, General Reserve

Description: The proposed supplemental appropriation would provide \$14,000 to the County Supervisors Association of California (CSAC) to reimburse the CSAC Earthquake Relief Legislative Task Force's consultant that assisted in the preparation of the "Loma Prieta Earthquake Unmet Needs Action Plan". The CSAC Action Plan was issued on March 8, 1990.

CSAC's Earthquake Relief Legislative Task Force included Supervisors and staff representatives from the ten counties most affected by the October 17, 1989 Loma Prieta Earthquake. The ten counties include Alameda, Contra Costa, Marin, Monterey, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz and Solano. The CSAC Action Plan addresses the unmet needs of individual cities and counties affected by the earthquake, summarizes the State and Federal actions taken in response to the earthquake and included specific recommendations for additional actions.

Comments:

1. According to Mr. Steve Swendman of CSAC, in addition to the assistance provided by county staff representatives, the Task Force contracted with the consultant, Mr. Joe Cucchiara to assist in the data gathering and report preparation of the Action Plan. Mr. Swendman indicates that although the Task Force hired the consultant, the Task Force requested that CSAC act as fiscal agent and administratively collect payment from the Task Force cities in order to compensate the consultant.

2. Based on the contract provided by Mr. Swendman, the consulting contract was for the period from January 8, 1990 to February 2, 1990, an approximate one month period. The contractor was paid based on an hourly rate of \$125 per hour. The contract specifies that the contractor's total compensation for professional services and expenses shall not exceed \$23,000.

3. According to Mr. Cucchiara, although a formal contract agreement was not signed, the CSAC Task Force verbally extended the original contract another month, through March 8, 1990 to be paid based on the consultant's time and materials. As previously noted, the consultant was paid at the rate of \$125 per hour. Mr. Cucchiara reports that for the two month period from January 8 through March 8, 1990, he submitted a bill for \$69,375 of labor (555 hours times \$125/hour) and \$3,468.75 of expenses for a total cost of \$72,843.75.

4. Based on the collection and disbursement data that was provided by CSAC, as of February 15, 1991, CSAC had compensated the consultant a total of \$50,000. A breakdown of the assessments and collections by counties is as follows:

	<u>Assessment</u>	<u>Collection</u>	<u>Difference</u>
Alameda	\$14,000	\$14,000	\$ 0
Contra Costa	2,000	1,000	1,000
Marin	2,000	2,000	0
Monterey	2,000	2,000	0
City of Oakland	2,000	0	2,000
Port of Oakland	5,000	1,000	4,000
San Francisco	14,000	0	14,000
San Benito	2,000	2,000	0
San Mateo	2,000	0	2,000
Santa Clara	14,000	14,000	0
Santa Cruz	14,000	14,000	0
Solano	<u>2,000</u>	<u>0</u>	<u>2,000</u>
Total	\$75,000	\$50,000	\$25,000

5. As indicated by the above assessments and collections, no funds to date have been paid by San Francisco, San Mateo or Solano counties or the City of Oakland. In addition, Contra Costa and the Port of Oakland have only contributed a portion of their assessments.

6. Based on the bill received by San Francisco, the first assessment was for data collection (\$7,000) and the second assessment was for report preparation (\$7,000) for a total of \$14,000.

7. Based on discussions with Mr. John Taylor and Mr. Sam Yockey of the Controller's Office, the Board of Supervisors has not adopted a prior resolution regarding these funds or study.

8. However, Mr. Yockey who did participate in the Action Plan efforts indicates that the Action Plan did provide good cost estimates of the emergency response, shelter needs, hazard mitigation projects and structural needs for San Francisco. Mr. Yockey further indicates that Mayor Agnos presented the CSAC Action Plan when he met with the Legislature and Governor regarding the needs of the City and County of San Francisco after the earthquake.

8. As indicated above, the work has already been completed and the proposed legislation includes a retroactive clause to provide for ratification of an action previously taken.

Recommendation: Approval of the proposed supplemental appropriation is a policy matter for the Board of Supervisors.

BOARD OF SUPERVISORS
BUDGET ANALYST

Item 2 - File 97-91-5

Note: This item was continued by the Finance Committee at its meeting of February 20, 1991.

Department: Public Library

Item: Ordinance to amend the Administrative Code by adding Section 10.117-107 to authorize the acceptance of gifts by the Library Commission for the construction of additions or enhancements to the New Main Library.

Description: The proposed Section 10.117-107 of the San Francisco Administrative Code, entitled Library Commission Acceptance of Gifts for the New Library, would authorize the Library Commission to accept all gifts, donations, and contributions of money, property and personal services for the construction of additions or enhancements to the New Main Library. A Special Fund would be established for acceptance of the gifts entitled the Library Department Construction Fund. Interest earned from the proposed Special Fund would accrue to the Fund.

In addition, the proposed amendment would authorize the City Librarian, with approval by the Library Commission, to approve expenditures from the Fund for the New Main Library. Such expenditures would include the following:

1. Payment for the construction of additions or enhancements.
2. Payment of architecture and inspection charges to the Department of Public Works (DPW).
3. Payment of fees to outside architects, interior designers, and engineers for design services.
4. Payment for furniture and equipment.

As is presently proposed under this ordinance, the acceptance of all future gifts as well as the expenditure of all cash gifts would be accomplished by the Public Library without the approval of the Board of Supervisors.

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Mr. Kenneth Dowlin, City Librarian, reports that, "the proposed amendment was designed by the City Attorney's Office to spare the Board of Supervisors and the Library the labor-intensive submission of each individual gift for acceptance by the Board of Supervisors", regardless of the value of the gift.

Comments:

1. The Library Foundation, a nonprofit organization formed to raise additional funds for the New Main Library, is currently embarking on a fund-raising drive to raise \$30 million to augment the \$109 million General Obligation Bond funds, of which \$104.5 million is dedicated to the New Main Library and \$4.5 million is dedicated to renovations to existing branch libraries. San Francisco voters approved these bond funds in 1988. Article 13A Section 1(b) of the California Constitution prohibits the use of such bond monies for furniture, fixtures and equipment. The fund-raising drive would raise funds to purchase these items, to build additions and enhancements to the New Main Library, to pay for DPW architectural and inspection expenses, and to contract with outside architects, interior designers, and engineers for design services.

2. Mr. Dowlin reports that the Library Foundation anticipates raising \$12 million or 40 percent of the \$30 million fund-raising goal by April 1991. The Library Foundation also anticipates the funds will be in the form of large donations.

3. Ms. Kathy Page of the Public Library reports that the proposed Special Fund would not be used to cover potential construction related cost overruns of the New Main Library. Rather, Ms. Page reports that the proposed Special Fund would be spent solely on items and services that are not covered by the bond funds. The bond funds can be spent only on the actual structure of the New Main Library. Special Fund expenditures would consist of the following; furniture, paint, wood paneling, cabinets, carpets, toilets, sinks, tables, chairs, desks, and floor coverings. In addition, bond funds do not cover services required to install and design the interior of the New Main Library. These services would include inspecting items not bought by bond monies or paying an interior design firm to design the interior.

4. Mr. John Madden of the Controller's Office reports that the Controller's Office is currently developing a policy for charging Special Funds for the indirect costs incurred to administer each Fund or alternatively requiring that interest earned from each Fund accrue back to the City to pay for the indirect costs incurred to maintain each Fund. To date, a specific procedure has not been established.

5. As previously stated, under the proposed ordinance, the Board of Supervisors would not have the authority to approve the acceptance of gifts of any value or approve any expenditures from the Special Fund for the New Main Library.

6. Presently, under Section 10.116 of the City's Administrative Code, acceptance of all gifts in excess of \$5,000 must be authorized by the Board of Supervisors. Further, generally, in order to expend monies deposited to a special fund, such expenditures require appropriation approval of the Board of Supervisors. While the Budget Analyst believes that a \$30 million fund-raising drive for the new Main Library is in the best interest of the City, the Budget Analyst believes that the potential expenditure of \$30 million for furniture, carpeting, etc. should be subject to the review and approval of the Board of Supervisors.

7. Mr. Dowlin requests that the proposed ordinance be continued to have time to consider and analyze additional revisions to the proposed legislation.

Recommendation: Continue the proposed ordinance per the request of the Public Library.

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Item 3 - File 97-91-8

1. The proposed ordinance would amend the Administrative Code by amending Section 10.109-4, to broaden the purpose of the Cable Car System Fund to include revenues so designated from sources other than donations and to allow expenditures for operation and preservation of all historic assets upon appropriation by the Board of Supervisors.

2. Section 10.109-4 of the Administrative Code currently provides for a special fund known as the Cable Car System Fund which was established for the purpose of receiving all gifts, donations and contributions of money and property which might be offered to the City through the Public Utilities Commission (PUC) for expenditures relating to maintenance, improvement and preservation of the City's Cable Car System. In addition, the legislation provides that proceeds from the sale of cable car bells and other merchandise that might be licensed by the PUC as official cable car souvenirs and promotional items would also be deposited in the Cable Car System Fund to be used for the maintenance, improvement and preservation of the Cable Car System. Finally, the legislation provides that any interest earned from the Cable Car System Fund would accrue to the fund and be expended solely for the purposes for which the fund was established. All monies that are deposited to the fund are not subject to appropriation by the Board of Supervisors.

3. The proposed legislation would amend the Administrative Code by entirely deleting the current language in Section 10.109-4 and substituting new language. Under the proposed amendment, Section 10.109-4 would provide for the following:

- 1.) The establishment of a special fund known as the Municipal Railway Historic Preservation Fund, for the purpose of receiving all donations of money, property and personal services and for receiving designated revenues from (1) the charter or contract operation of historic vehicles, (2) the lease or sale of historic vehicles, parts, or materials, (3) the sale of advertising rights on historic vehicles, (4) the sale of licenses to use historic designs, trademarks or logos and (5) concessions related to the history of the Municipal Railway (MUNI), such as the Cable Car Museum. Donations and revenues to the special fund would be expended for the maintenance and preservation of the MUNI's historical vehicles and facilities and for preserving and displaying artifacts or interpreting the history of the MUNI and its predecessors.
- 2.) A provision stipulating that all monies deposited to the special fund would be subject to appropriation by the Board of Supervisors.
- 3.) Any interest earned from the Municipal Railway Historic Preservation Fund would accrue to the fund to be expended solely for the purposes for which the fund was established.

4. The proposed legislation would also provide that all funds currently on deposit in the Cable Car System Fund would be retained in the Municipal Railway Historic Preservation Fund. Currently, there is a total amount of \$138,247 deposited to the Cable Car System Fund.

Comments

1. Mr. Bruce Bernhard of the MUNI reports that, currently, the MUNI receives annual revenues which average \$5,000 to \$10,000 for charter or contract operation of historic vehicles, and \$20,000 to \$25,000 for concessions in connection with the Cable Car Museum, for total annual revenues received of approximately \$25,000 to \$35,000. Mr. Bernhard also reports that Trolley Festivals previously sponsored by the Department (last one was held in 1987) have resulted in the sale of advertising rights on historic vehicles, generating \$30,000 to \$50,000 in revenues. Mr. Bernhard advises that MUNI is currently in the process of negotiating with the City of Edmonton, Canada, to lease a vintage streetcar to the City of Edmonton, at an annual cost of \$15,000. Mr. Bernhard adds that MUNI has not previously received revenues for the sale of licenses to use historic designs, trademarks or logos. All revenues noted above are presently used to pay for MUNI General Fund operating expenditures.

2. As stated above, all revenues received by MUNI in the above-mentioned categories currently accrue to the MUNI to off-set General Fund expenditures, thus reducing the need for additional General Fund revenues being allocated to the MUNI. Under the proposed legislation, the above-cited revenues would be deposited to a special fund known as the Municipal Railway Historic Preservation Fund, and, as such, would no longer off-set MUNI General Fund operating expenditures. While the proposed legislation does provide that all monies deposited to the special fund would be subject to appropriation by the Board of Supervisors, the Board could only appropriate such funds for the purposes outlined in the proposed legislation.

3. As noted above, approval of the proposed legislation would result in various revenues, no longer accruing to MUNI to off-set General Fund expenditures. Therefore, this could result in the necessity of a corresponding additional annual appropriation of General Fund revenues to the MUNI. The Budget Analyst believes that, given the projection by the Mayor's Office, the Controller and the Budget Analyst, of up to a \$158.3 million shortfall in the City's budget for FY 1991-92, the proposed legislation relating to this special fund, as presently written, should not be approved.

4. Ms. Kathleen Kelly of the PUC reports that the Department requests that this item be continued to the call of the Chair in order to allow the PUC additional time to revise the proposed legislation.

Recommendation

Continue this item to the call of the Chair as requested by the PUC.

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Item 4 - File 101-90-67

Department: Public Utilities Commission (PUC)
Municipal Railway (Muni)

Item: Supplemental appropriation ordinance for services of other departments - Police Security

Amount: \$400,000

Source of Funds: Municipal Railway Operating Fund - Federal Budget Reduction Reserve

Description: The Muni is proposing to appropriate \$400,000 from Federal Budget Reduction Reserve funds for transfer to Services of Other Departments - Police Security. The Federal Budget Reduction Reserve was established in October of 1990 in the amount of \$3,500,000 for the purpose of protecting against reduced Federal funding for Muni enhanced operational support, and the effects of inflation. Since Federal funds for Muni were not significantly reduced and the effects of inflation were not as large as anticipated, Muni is now proposing to use \$400,000 of this reserve for other purposes.

According to Mr. John Madden of the Controller's Office, this reserve is funded from State Transit Assistance (STA) monies. The \$400,000 request would be used to pay for uniformed personnel of the Police Department on an overtime basis, at one and one-half the regular pay rate, for the purpose of enhancing the safety of Muni operators and passengers during the period March 1 through June 30, 1991. The enhanced security services would be used at specified time periods and on specified Muni routes and locations.

Comments:

1. The Attachment to this report is a summary of criminal incidents occurring on Muni lines, as reported by the PUC, during calendar year 1990. According to Mr. Kirk Lawson of the PUC, the existing Police Department force of one Lieutenant, four Sergeants, and 27 Q-2 Officers assigned to Muni is inadequate to provide the required levels of protection sought for the public and for Muni operators. Mr. Lawson reports that the existing Police Department force assigned to Muni is sometimes diverted to demonstrations or other events, diminishing the level of protection provided.
2. According to Mr. Lawson, the requested \$400,000 would fund a total of approximately 9,424 hours for the remainder of FY 1990-91, commencing March 11. Existing Police Department personnel would perform the required patrols on

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an overtime basis. Hourly rates on that basis are \$36.33 for Police Sergeants and \$31.33 for Police Officers, with a six percent differential for each between the hours of 5:00 p.m. and 5:00 a.m. The patrol deployments and associated costs are as shown on the following page:

- Metro Stations* 6:00 a.m. - 10:00 a.m.
3:00 p.m. - 7:00 p.m.
1 Sgt., 5 Officers each tour, Mon.-Fri.
(12 Officers)
(Hourly rates x 2,352 hours) \$76,783
- Beat Assignment (A)** 2:00 p.m. - 7:00 p.m.
1 Sgt., 7 Officers, Mon.-Fri.
(8 officers)
(Hourly rates x 3,360 hours) \$122,885
- Beat Assignment (B)** 7:00 p.m. - 11:00 p.m.
1 Sgt., 7 Officers, Mon.-Fri.
(8 Officers)
(Hourly rates x 2,688 hours) \$91,048
- Weekend Coverage *** 2:00 - 10:00 p.m., Sat. or Sun.
1 Sgt., 7 Officers
(8 Officers)
(Hourly rates x 1,024 hours) \$35,112

* Days during the week will vary according to analysis.

** Includes cable car turnarounds.

*** Weekend coverage, Saturday or Sunday: Mobile patrol of Muni lines, bus stops, cable car turnarounds, and Metro stations as indicated by analysis.

3. A summary of the costs as developed by the PUC is shown below:

Metro Stations	\$ 76,783
Beat Assignment (A)	122,885
Beat Assignment (B)	91,048
Weekend Coverage	<u>35,112</u>
Subtotal	\$325,828
Administrative Overhead	<u>73,311</u>
Total	\$399,139

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4. According to Mr. Lawson, the Muni intends to continue the enhanced security services on an overtime basis with the Police Department throughout FY 1991-92. The cost of those services are expected to be \$1,200,000.

5. Mr. Lawson reports that the proposed routes, locations, and periods of enhanced security services are based on patterns of reported crimes, and were developed jointly by Muni Transportation, the Transport Workers Union (Local 250A) and the Police Department.

6. The combined overtime hourly rate, including Administrative Overhead, for the services that would be provided to the Muni by the Police Department would be \$42.35 (\$399,139 divided by 9,424 hours). Similarly, the Muni would be expending \$399,139 for approximately 9,424 hours, or approximately 5.4 staff-years, of service. The Budget Analyst believes that the Muni should seek to obtain the required security services on a more economical basis, such as with full-time Muni employees or on a contractual basis, prior to transferring the requested funds to the Police Department.

Recommendation: Because of the high cost which would result from the continued use of overtime of Police Department uniformed personnel for these requested services, the Budget Analyst considers the approval of this request to be a policy decision for the Board of Supervisors. The Committee might wish to inquire from the PUC if these police security services for the Municipal Railway, which appear to be justified, could be obtained in a more economical manner, without the continued payment of overtime, for uniform personnel of the Police Department, at time and one-half.

Items 5 and 6 - Files 97-91-2 and 115-91-1

Note: This analysis of Files 97-91-2 and 115-91-1 is based on changes made by the City Planning Commission to the originally introduced legislation. An Amendment of the Whole will be submitted to the Finance Committee.

Department: City Planning

Items: Ordinance amending the San Francisco Administrative Code by amending Section 31.46 thereof concerning fees for environmental review procedures (File 97-91-2).

Ordinance amending Part II of the San Francisco Municipal Code (City Planning Code) by amending Sections 350, 351, 352, 353, 354, 356, 359, 360, 361, 362, and 363, by renumbering Sections 358, 359, 360, 361, 362, 363, and by adding new Sections 358, 365, 366, and 367 (File 115-91-1) to impose new fees and change the amount of fees currently charged relating to Department of City Planning (DCP) actions, including the review of planning authorizations.

Purpose: In order to finance the hiring of 16 new permanent positions and three temporary positions through FY 1991-92 for purposes of expediting the permit process, improving other planning services and financing new computer system and system maintenance costs, the proposed legislation would propose new fees, and changes in the amount of fees currently charged. These fees relate to the review and approval processes performed by the Implementation Division of the Department of City Planning, including environmental reviews (File 97-91-2) and the review of planning authorizations (File 115-91-1). Also, surcharges would be imposed for purposes of financing new computer and computer related costs (Files 97-91-2 and 115-91-1).

Description: The proposed ordinance (File 97-91-2) would amend Section 31.46 of the San Francisco Administrative Code relating to fees charged for environmental reviews performed by the Department of City Planning. Fees for these services performed by the Department of City Planning were last increased in August of 1988. The proposed amendments would add new fees and increase existing fees as shown in Attachment 1.

The proposed ordinance (File 115-91-1) would amend various sections of the Planning Code relating to fees charged for services performed by the Department of City Planning. Fees for these services performed by the Department of City Planning were last increased in August of 1988. The

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proposed amendments would add new fees and increase existing fees as shown in Attachment 2.

The Department of City Planning estimates that the proposed fee increases will increase revenues in FY 1991-92 by \$736,435, from \$2,225,000 to \$2,961,435, or by approximately 33.1 percent. Attachment 3 shows the Department's estimate of the effect on revenues of the proposed new fees and fee increases. The Department anticipates that the additional revenues would be used to fund 12 additional permanent staff in order to expedite permit processing, environmental review services, and other services to the public. A listing of those positions is shown below:

- Information Counter Planner	1
- Permit Processing/Records Clerical support	3
- Office of Environmental Review Planners	5
- Landmarks Planner	1
- Conditional Uses Planner	1
- Administrative Support Staff	<u>1</u>
Total	12

Actual and estimated revenues and costs of the Department's Implementation Division operations for FY 1989-90, FY 1990-91, and FY 1991-92 are summarized below:

**Comparison of Revenues
With Expenditures**

	FY 1989-90 Actual Based <u>on Existing fees</u>	FY 1990-91 Estimated Based <u>on Existing fees</u>	FY 1991-92 Estimated Based <u>on Proposed Fee increases</u>
Fee Revenues	\$2,476,723	\$2,225,000	\$2,961,435
Implementation Division Costs	<u>2,764,362</u>	<u>3,222,456</u>	<u>3,400,835</u>
Excess of Costs over Revenues	(\$247,639)	(\$997,456)	(\$439,400)

As the table above shows, the estimated revenues for FY 1991-92, which take into account these proposed new fees and fee increases, will not cover DCP's estimated costs, which include the 12 new positions for FY 1991-92. The shortfalls are covered by the General Fund. However, the 12 new permanent positions to be requested for expediting permit processing and improving other planning services would be

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financed by the amount of the new and increased fees being proposed (an estimated increase of \$736,435 for FY 1991-92)

According to Mr. Milt Edelin, Deputy Director of Planning, the additional staffing would enable processing times for applications and reviews to be reduced as follows:

Categorical Exemptions	5 days to 2 days
General Rule Exclusions	2 months to 5 weeks
Negative Declarations	6 months to 4 months
Environmental Impact Reports	12-18 months to 12 months
Variances	5 months to 3 months
Neighborhood Commercial Conditional Uses	3 months to 2 months
Non-Neighborhood Commercial Conditional Uses	Reduce average backlog from 50 to 35 cases
Permit processing	10 days to 5 days or less

In addition to the new fee revenues cited above, one-time and ongoing surcharges would be imposed on the new and existing fees charged by the Implementation Division to recover the costs associated with proposed new hardware and software systems. Those systems would be used to computerize activities associated with the Department's permit application processes, including updating the property information data base. The surcharge percentages associated with the proposed new computer system would finance the following items:

<u>Description</u>	<u>Cost</u>	<u>Surcharge</u>
Purchase of computer equipment	\$ 67,271 ¹	2.5% (one-time)
Developmental computerization ²	143,579	5.4% (one-time)
Maintaining computerization system ³	228,917	8.6% (ongoing)
Total	\$439,767	16.5%

The following three additional positions will be requested through FY 1991-92 for the one-time computerization development tasks.

1 Planner I	Update Block Books
1 Planner III	Rewrite Planning Code
1 Senior Clerk Typist	Planning Code Input

¹Additional funds of \$210,660 for other needed computer equipment are already on reserve subject to release by the Finance Committee.

²Three new positions through FY 1991-92

³Four new permanent positions

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Additionally, four new permanent positions that would be requested to operate and maintain the computerized systems are as shown below:

- 1 Planner IV Urban Systems Analyst
- 1 Data Entry Operator
- 1 Management Information Systems Specialist
- 1 Principal Clerk

Computerization of records and processes would be achieved over a multi-year period. Initial benefits to be gained are:

- 1. Public access through computers of the rewritten Planning Code.
- 2. Public access through computers to zoning and parcel information.
- 3. Public access through computers to status and location of permit applications.
- 4. Computer printout summarizing the basic zoning and restrictions for a parcel available to users, applicants and visitors.
- 5. Computers will automatically calculate basic measurable lot information such as rear yards, averaging, lot areas, and building square footage.

Comments:

- 1. The Planning Commission has approved three related supplemental appropriation requests that the Department intends to submit to the Finance Committee separately from this proposed fee legislation. Those supplemental appropriations would request the previously described new positions, new computer equipment, and related costs.
- 2. The Electronic Information Processing Steering Committee (EIPSC) has reviewed and approved the Department's Three Year Information System Master Plan, which includes the computer equipment associated with this proposed legislation. However, EIPSC has reserved the projects in the System Master Plan subject to the Department returning to EIPSC with additional information.
- 3. A report titled "Management Audit of the City's Permit Processing System," conducted by the Budget Analyst and issued in October of 1989 contains the following recommendations that relate to the proposed legislation:

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- Adjust existing fees to fully recover the costs of the Implementation Division.
- 4. A report titled "Management Audit of the Department of City Planning" conducted by the Budget Analyst and issued in December of 1988 contains the following recommendation that relates to the proposed legislation:
 - Initiate action to restore up to a maximum of 12 positions in the Planning Department if, after the implementation of a representative number of the recommendations made in this report, such additional positions can be justified.

The Department of City Planning has provided documentation to the Budget Analyst reporting that a representative number of the recommendations made in the audit report either have been implemented or are in the process of being implemented.

5. The proposed legislation is concerned with new fees, fee increases and new surcharges. As previously stated, requests by the Department for the new positions, computer equipment, and related costs that would be financed from the additional fee revenues would be the subject of future supplemental appropriation requests. Based on the previous extensive management audit review of the Department of City Planning by the Budget Analyst, it appears that the proposed fee increases, relating to the 12 new positions previously recommended by the Budget Analyst, are justified. Approval of the requested new surcharges appears to be a policy matter for the Board of Supervisors. However, given the fact that this legislation would result in fee increases of approximately 33.1 percent and result in new surcharges, the Budget Analyst believes that a more accurate fiscal review of this fee legislation should be made at the same time that the supplemental appropriation requests for the new positions and related costs are reviewed in order to assure that the fee revenues will fully recover the costs of the 19 new positions and related costs.

Recommendation: Continue this proposed legislation until the Mayor submits the companion salary ordinance and supplemental appropriation legislation, containing a request for new positions and related costs, to the Board of Supervisors.

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Attachment 1

<u>Type of Review</u>	<u>Basis of Fee</u>	<u>Examples of Basis Amount</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>	<u>Percentage Change</u>	<u>Remarks</u>
Initial evaluation of a project	Construction Cost	\$10,000	\$ 160	\$250	56.2	
		100,000	313	502	60.4	
		500,000	993	1,622	63.3	
		10,000,000	11,743	19,222	63.7	
		100,000,000	25,743	38,222	48.5	
Environmental Impact Report	Construction cost	150,000	7,000	11,000	57.1	For projects less than \$200,000, the amounts of \$7,000 and \$11,000 are for each 200 staff-hours or fraction thereof.
Letter of Exemption from Environmental Review	Each Letter	950,000	8,125	13,100	61.2	
		15,000,000	20,600	34,090	65.5	
		75,000,000	37,100	54,340	46.5	
		100,000,000	42,100	59,340	41.0	
			0	50		
Monitoring environmental mitigation measures	Each Project		0	Cost of time and materials		

<u>Type of Approval or Review</u>	<u>Basis of Fee</u>	<u>Examples of Basis Amount</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>	<u>Percentage Change</u>	<u>Remarks</u>
Reclassification of Property	Assessor's Block or portion thereof	1 9	\$ 750 2,750	\$1,000 3,000	33.3 9.1	
Conditional Use/ Coastal Zone Permit	Construction cost	\$10,000 500,000 10,000,000 100,000,000	275 1,526 25,926 94,426	325 1,807 30,682 107,882	18.2 18.4 18.3 14.3	
Variance	Construction cost	10,000 500,000 10,000,000 100,000,000	275 1,526 25,926 94,426	500 1,872 30,872 108,872	81.8 22.7 19.1 15.3	
Building Permit Review	Construction cost	10,000 100,000 1,000,000 10,000,000 100,000,000	45 180 1,530 11,830 110,830	60 213 1,663 15,063 132,063	33.3 18.3 8.7 27.3 19.2	
Building Demolition	Each application		100	200	100.0	
Sign Application	Each application		50	75	50.0	
Master Plan Referral	Each referral	Administrative	0	100		
		Planning Commis- sion Action	0	250		
Monitoring Projects	Each: Conditional User Coastal Zone Permit Variance		0	100		\$100 plus time and materials beyond two hours of staff time for monitoring conditions of approval.

<u>Type of Approval or Review</u>	<u>Basis of Fee</u>	<u>Examples of Basis Amount</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>	<u>Percentage Change</u>	<u>Remarks</u>
Requests Relating to TDR ¹ and Article 11 ² designated buildings	Construction Cost	Minor Less the \$10,000 but not minor \$10,000 20,000 100,000	0 100 100 100 100	0 200 410 438 666	0.0 100.0 310 338.5 566.5	Fees are in accordance with schedule for review of conditional use applications.
Designation of Landmark	Each application		0	100		
Amendment or rescission of Landmark	Each application		50	250	400.0	
Certificate of Appropriateness	Construction Cost	9,999 10,000 50,000	200 200 200	200 410 524	0 105.0 162	Fees are in accordance with schedule for review of conditional use applications.
Discretionary Review	Each application		50	100	100.0	
Letters of Zoning Compliance	Each application	Single family Projects under 40 feet Projects over 40 feet	0 0 0	50 100 250		

¹ Transfer of Development Rights.

² Article 11 of the Planning Code is concerned with preservation of buildings and districts of architectural, historical and aesthetic importance in the downtown area.

REVENUE ESTIMATES
WITH PROPOSED NEW FEES

	<u>No.</u> <u>Cases</u>	<u>FY 1991-92</u> <u>Projection</u>	<u>Proposed</u> <u>New Fees</u> <u>FY 1991-92</u> <u>Projection</u>
Variances	179	\$ 140,650	189,162
Conditional Use	89	472,400	557,411
Zoning Reclassifications	5	5,000	6,000
Environmental Evaluations and Environmental Impact Reports*	115	417,100	742,525
Certificate of Appropriateness	26	5,200	33,750
Subdivisions and Condominiums	310	62,000	62,000
Building Permits	4897	805,500	957,294
Section 309 (Downtown)	4	97,600	115,168
Transfer Development Rights	13	5,800	5,800
Proposition K Review	20	15,000	15,000
Discretionary Review	120	6,000	12,000
Section 321 Review (Office Development)	4	60,000	60,000
Police, Fire, Health	1550	62,000	62,000
Reproduction		15,000	15,000
Signs	639	31,900	47,925
Demolition	223	22,300	44,600
Institutional Master Plan	2	1,300	1,300
Landmark	1	250	250
Master Plan Referral	67	-	7,750
Monitoring Approvals	270	-	25,500
Zoning Letters	7	-	1,000
TOTAL	8,541	<u>\$2,225,000</u>	<u>\$2,961,435</u>

*Includes Letters, Appeals and Certificates (\$7,500)

Items 7 and 8 - Files 102-90-13, and 101-90-68

Department: Department of Public Health (DPH)

Item: Item 8 (File 101-90-68) is a proposed ordinance appropriating funds for permanent salaries-miscellaneous, related mandatory fringe benefits, medical service contracts, materials and supplies and programmatic expenditures. Salary funding would be for the creation of six new positions. The proposed ordinance also includes funding requests for items and services subject to previous budgetary denial and establishes a reserve of \$131,191 for the Department of Public Health's Office of Contract Management, and a reserve of \$485,584 for AIDS Management Information Services equipment, pending EIPSC approval.

Item 7 (File 102-90-13) is the companion legislation amending the Annual Salary Ordinance to reflect the creation of the six new Civil Service Positions.

Amount: \$2,485,427

Source of Funds: \$2,350,000 AIDS/HIV Health Care Reserve established in
the FY 1990-91 Budget
135,427 General Fund Reserve
\$2,485,427 Total

Description: The DPH's Central Office is requesting funding in the amount of \$2,485,427 for increased service to the AIDS afflicted population and to persons that have tested positive for HIV. The proposed funding would establish an AIDS Early Intervention Resource Center, provide AIDS education and prevention, and augment existing health care and support services and early intervention medical care services for HIV positive individuals.

The proposed funding would provide for the creation of six new Civil Service positions as follows:

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<u>Count</u>	<u>Position</u>	<u>Salary Range</u>	<u>Annual Cost At Top Step</u>
1	2246A Asst. Director of Clinical Services	\$2,053 - \$2,496	\$65,146
1	2802A Epidemiologist I	1,342 - 1,626	42,439
1	2230C Physician Specialist	2,571 - 3,126	81,589
1	2908A Hospital Eligibility Worker	1,114 - 1,349	35,209
1	2328A Nurse Practitioner	1,853 - 2,314	60,395
1	2232A Senior Physician Specialist	2,700 - 3,282	<u>85,660</u>
6	Total		\$370,438

The AIDS Office of DPH has provided the following budgetary details of the supplemental appropriation request:

AIDS Administrative Office

Salaries \$29,197

1 - 2246A Asst Director of Clinical Services (Step 1 times 8.6 pay- periods)	\$17,656
1 - 2802A Epidemiologist I (Step 1 times 8.6 pay-periods)	11,541

Mandatory Fringe Benefits 7,781

Medical Service Contracts

American Indian AIDS Institute Funding would continue existing contractual services from January 1, 1991 through June 30, 1991.	\$27,600
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Bayview Hunters Point Foundation Funding would continue existing contractual services from January 1, 1991 through June 30, 1991.	108,375
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Glide Foundation Proposed contract would be funded for four months remaining in FY 1990-91.	16,667
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Medical Service Contracts cont'd:

California Prostitutes Education Project Funding would provide street outreach services that target substance abusers.	\$51,629
Polaris Research and Development Funding would continue existing contractual services from January 1, 1991 through June 30, 1991.	61,474
AIDS Knowledge, Attitude, Belief and Behavior (KABB) survey of 400 at-risk women Funding would provide for one survey by June 30, 1991.	100,000
Japanese Community Youth Center Proposed contract would be funded for four months remaining in FY 1990-91.	40,804
Minority Materials Development Funding would provide for AIDS prevention education materials development and media advertising targeting African American, Asian/Pacific Island, Latino and Native American Communities. Provider would be selected through a Letter of Interest process.	66,667

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Medical Service Contracts cont'd:

Equipment	\$150,000
Funds would provide for purchase of educational and office equipment/furniture for AIDS prevention service providers. According to DPH, grants do not allow purchase of office furniture and equipment. Equipment includes VCRs and monitors, projectors, typewriters, copiers, and FAX machines. DPH would augment existing contracts to provide office equipment and furniture to prevention service providers. DPH is in the process of developing an allocation of the proposed funds to the providers.	
Ene Advertising	20,000
18th Street Services	26,667
Women's Institute for Mental Health	15,333
Proposed contracts would be funded for four months remaining in FY 1990-91.	
San Francisco AIDS Foundation	33,333
Proposed contract would be funded for four months remaining in FY 1990-91.	
Catholic Charities	100,000
Proposed funding would reinstate funding for 24-hour AIDS Dementia care that was reduced during the FY 1990-91 budget process.	
Shanti Project	33,000
Funding would continue existing contractual services from January 1, 1991 through June 30, 1991.	

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Medical Service Contracts cont'd:

Pacific Presbyterian Medical Center Visiting Nurses and Hospice Provider was already selected and began service January 1, 1991. DPH is requesting six months of funding for this contract.	\$25,975
AIDS Benefits Counselors Provider has already been selected and would begin service in March of 1991. DPH is requesting funding for this contract for four months of service plus startup costs, which is equivalent to six months of funding.	47,727
Practical Support Services Funding would continue existing contractual services from January 1, 1991 through June 30, 1991.	37,500
UCSF/AIDS Health Project Proposed contract would be funded for four months remaining in FY 1990-91.	4,004
AIDS Conservatorship Funds would provide for a new service intended to offer probate conservatorship for 75 persons with AIDS, particularly those with HIV-related dementia.	41,667

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Early Intervention Resource Center	\$525,773
Site Administration	\$240,766
Benefits Counseling and Information	49,559
Psychosocial Support	106,776
Health Education/ Advocacy	86,052
Linkage from HIV Counseling and Testing to Early Care	42,620

The above costs represent the total costs for four months, as recommended by the Mayor's Office. DPH proposes to contract with a non-profit provider to establish and operate the Early Intervention Resource Center. DPH is in the process of selecting a contractor.

Total Medical Service Contracts	<u>\$1,534,195</u>
Materials and Supplies	<u>\$25,000</u>
Subtotal AIDS Administrative Office	\$1,596,173

AIDS Service Projects

<u>Health Promotion Project - Materials and Supplies</u>	\$23,092
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<u>DPH Office of Contracts Management</u>	131,191
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Funding would provide for computer hardware and software for automation of DPH's contracts process. If approved, this legislation would reserve these funds pending EIPSC approval.

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DPH Management Information

Services Division

\$485,584

Funding would provide for development and implementation of an automated HIV/AIDS case management system designed to collect clinical and financial data, allow one-time client enrollment into programs, and track service utilization. Costs consist of:

Software programming \$113,195

Computer hardware 363,530

Installation of datalines and maintenance 8,859

If approved, this legislation would reserve these funds pending EIPSC approval.

AIDS Forensics Program

33,000

Funding would provide for improvements to clinical lighting system (\$1,000), bulk purchase of anti-fungal medications (\$30,000), and filtration system (\$2,000).

AIDS - Early Intervention Program

The following funds will be work-ordered to the Community Public Health Service

Salaries

\$22,735

.5 FTE 2230C Physician Specialist (3rd Step X 8.6 pay-periods)

\$12,191

1 FTE 2908A Hospital Eligibility Worker (3rd Step X 8.6 Pay-periods)

10,544

Salaries - Nurses

17,570

1 FTE 2328A Nurse Practitioner (3rd Step X 8.6 pay-periods)

Mandatory Fringe Benefits

10,690

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Professional Service Contracts \$100,467

334 initial screenings at \$197 per screening \$65,667

400 follow-up lab screenings at \$87 per visit 34,800

Although the above funds have been budgeted under professional service contracts, these funds would be work-ordered to Community Public Health Service for in-house performed services.

Subtotal Public Health - AIDS 2,420,502

Work-order, San Francisco General Hospital, Ward 86, AIDS Support Services

Salaries - 2232A Senior Physician Specialist 34,925

Funds would provide for six months of existing contract with the University of California at San Francisco to pay for services of a medical doctor.

Equipment Purchase 30,000

Funds would pay for new exam rooms designed to serve acute drop-in patients.

Total Supplemental Appropriation request \$2,485,427

Comments:

1. As reflected above, the estimated cost of this proposed new program is \$2,485,427, for the period January 1, 1991 through June 30, 1991. These costs would be paid for by the General Fund. DPH reports that, on an annualized basis, the General Fund would be required to pay for approximately \$3,849,375 in on-going costs of the proposed program. The Budget Analyst will review these on-going costs in the 1991-92 budget process.

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2. Pursuant to 6.306 of the Charter (subject of previous budgetary denial), approval of this legislation would require a two-thirds vote of the Board of Supervisors.

3. DPH has requested the creation of six positions with funding sufficient to pay for 8.6 pay-periods ending June 30, 1991. The Physician Specialist, Hospital Eligibility Worker, and the Nurse Practitioner have been budgeted at the third step. According to Ms. Sandra Hernandez of the AIDS Office of DPH, the minimum pay required to hire a certificated Physician Specialist is equivalent to the third pay step. Additionally, the earliest possible hiring date for these positions would be mid-March, if the Board of Supervisors approves and the Mayor signs the ordinances. Based on the earliest possible hire date of mid-March, the maximum amount of pay-periods for which DPH would need funding is 7.5 pay-periods. Therefore, all of the proposed positions should be funded for 7.5 pay-periods and at the first pay-step (with the exception of the Physician Specialist) as follows:

	Proposed Amount Using 8.6 Pay-Periods	Budget Analyst Recommended Amount Using 7.5 Pay-periods	Estimated Savings
<u>AIDS Administrative Office</u>			
1 - 2246A Asst Director of Clinical Services	\$17,656	\$15,398	\$2,258
1 - 2802A Epidemiologist I	<u>11,541</u>	<u>10,065</u>	<u>1,476</u>
Subtotal Salaries Administrative Office	\$29,197	\$25,463	\$3,734
Mandatory Fringe Benefits:			
Retirement	\$4,380	\$3,819	\$561
Social Security	<u>2,234</u>	<u>1,948</u>	<u>286</u>
Subtotal Mandatory Fringe Benefits	\$6,614	\$5,767	\$847
Subtotal Salaries and Benefits	\$35,811	\$31,230	\$4,581

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	Proposed Amount Using 8.6 Pay-Periods	Budget Analyst Recommended Amount Using 7.5 Pay-periods	Estimated Savings
<u>AIDS - Early Intervention Program</u>			
.5 FTE 2230C Physician Specialist (3rd Step)	\$12,191	\$10,631	\$1,560
1 FTE 2908A Hospital Eligibility Worker	10,544	8,355	2,189
1 FTE 2328A Nurse Practitioner	<u>17,570</u>	<u>13,898</u>	<u>3,672</u>
Subtotal, Salaries	\$40,305	\$32,884	\$7,421
Mandatory Fringe Benefits:			
Retirement	6,429	4,933	1,496
Social Security	3,083	2,516	567
Subtotal Mandatory Fringe Benefits	\$9,512	\$7,449	\$2,063
Subtotal Salaries and Benefits	<u>\$49,817</u>	<u>\$40,333</u>	<u>\$9,484</u>
Total Salaries and Benefits	\$85,628	\$71,563	\$14,065

4. The proposed ordinances (Files 101-90-68 and 102-90-13) also create a 2232A Senior Physician Specialist at San Francisco General Hospital's Ward 86. However, according to Ms. Hernandez, the funding is intended to pay for a physician position under professional service contract from the University of California, at San Francisco, which pays a salary amount similar to the Senior Physician Specialist position. Therefore, the position should be deleted from the proposed amendment to the Annual Salary Ordinance. The legislation also places the funding for the professional service contract under Permanent Salaries, Ward 86 Support Services. To spend the funds on the professional service contract, a letter would be needed from the Mayor's Office approving the use of the funds for professional services, or the Department would have to submit a supplemental appropriation request to reappropriate the funds from Permanent Salaries to Professional Services.

5. At the time DPH submitted these requests, the Department requested funding for the following contracts for the remaining six months of FY 1990-91 (January 1, 1991 - June 30, 1991):

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	<u>Amount</u>	<u>Status</u>
American Indian AIDS Institute	\$27,600	Continuing
Bayview Hunters Point Foundation	108,375	Continuing
Polaris Research and Development	61,474	Continuing
Shanti Project	33,000	Continuing
PPMC Visiting Nurses and Hospice	25,975	Continuing
AIDS Benefits Counselors	47,727	New
Practical Support Services	<u>37,500</u>	Continuing
Total	<u>\$341,651</u>	

Of the seven contracts listed above, DPH has decided to continue six existing contracts and provide six months of funding for one contractor that will begin service March 1, 1991. Ms. Hernandez has advised that all of these Medical Service Contracts were funded through other revenue sources such as grants, which have been depleted. DPH is now requesting that the General Fund pay for the continued cost of these Medical Service contracts. The current legislation does not provide for the retroactive payment of these contracts from January 1, 1991. Therefore, if the Board of Supervisors wishes to approve such retroactivity, the proposed supplemental appropriation request should be amended to provide for ratification of action previously taken.

6. The remaining Medical Service contracts listed below, totalling \$1,192,544, are proposed new contractual services, which would be paid for through the General Fund.

Glide Foundation	\$16,667
California Prostitutes Education Project	51,629
Polaris Research and Development	61,474
AIDS Knowledge, Attitude, Belief and Behavior (KABB) survey of 400 at-risk women	100,000
Japanese Community Youth Center	40,804
Minority Materials Development	66,667
Ene Advertising	20,000
18th Street Services	26,667
Women's Institute for Mental Health	15,333
San Francisco AIDS Foundation	33,333
Catholic Charities	100,000
Practical Support Services	37,500
UCSF/AIDS Health Project	4,004
AIDS Conservatorship	41,667
Early Intervention Resource Center	<u>525,773</u>
Total	\$1,141,518

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It should be noted that these new contractual services are anticipated to be continuing on-going services. The proposed funding would provide for sufficient funding for these new contracts for the remainder of FY 1990-91.

7. DPH is requesting \$150,000 for office equipment and furniture for prevention service contractors. The contractors would use these funds to purchase office equipment and furniture. According to DPH, grants do not allow purchase of office furniture and equipment. Equipment includes VCRs and monitors, projectors, typewriters, copiers, and FAX machines. DPH would augment existing contracts to provide office equipment and furniture to prevention service providers. DPH is in the process of developing an allocation of the proposed funds to the providers. The Budget Analyst recommends that these funds be reserved pending the development and submittal by DPH of the proposed allocation of funds to the prevention service providers.

8. The proposed supplemental appropriation ordinance would place on reserve a total of \$616,775, pending EIPSC approval, for computer equipment and software for the DPH's Offices of Contract Management (\$131,191) and Management Information Services (\$485,584).

Recommendation: Approval of the proposed legislation (Files 101-90-68 and 102-90-13), which represents new programs at an estimated annual General Fund cost of \$3,849,375, is a policy matter for the Board of Supervisors.

If the Board of Supervisors approves the legislation, then:

- 1) Amend the proposed supplemental ordinance (File 101-90-68) to reduce the amount by \$14,065, from \$2,485,427 to \$2,471,362, as detailed above in Comment No. 3.
- 2) Amend the proposed amendment to the Annual Salary Ordinance (File 102-90-13) to delete one 2232A Senior Physician Specialist as detailed in Comment No. 4. To spend the funds on the professional service contract, a letter would be needed from the Mayor's Office approving the use of the funds for professional services, or the Department would have to submit a supplemental appropriation request to reappropriate the funds from Permanent Salaries to Professional Services.

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- 3) Amend the proposed supplemental appropriation request to provide for ratification of action previously taken, as noted in Comment No. 5, above.
- 4) Amend the proposed supplemental ordinance (File 101-90-68) to reserve \$150,000 for office equipment and furniture, as noted in Comment No. 7, above.
- 5) Approve the ordinances (Files 101-90-68 and 102-90-13) as amended.

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Item 9 - File 133-91-2

Note: This item was continued by the Finance Committee at its meeting of February 20, 1991. The following report addresses the Amendment of the Whole which the Department is currently proposing.

Department: Chief Administrative Officer (CAO),
Solid Waste Management Office

Item: Resolution authorizing the CAO to apply for a new State grant for household hazardous waste handling purposes, retroactively.

Grant Amount: \$160,896.36

Source of Funds: California Integrated Waste Management Board (CIWMB)

Grant Period: July 1, 1991 through June 30, 1992

Projects: Oil Collection Tanks: \$40,896.36
Waste Acceptance Control Program (WACP): \$120,000

Project Descriptions: The proposed grant would fund the two projects described below.

Oil Collection Tanks

Currently, there are more than 450,000 registered motor vehicles in San Francisco. According to Mr. Bill Quan of the Solid Waste Management Program Office, disposal of used motor oil from oil changes performed at residences is a major problem: oil is a primary item received at the Household Hazardous Waste Collection Facility (HHWCF) and is also a major source of pollution in the City's wastewater treatment plant.

The objective of the proposed project is to reduce the amount of hazardous waste pollution by facilitating the recycling of used motor oil through approved means. As proposed, eight above ground oil storage tanks would be operated at two recycling centers, five service stations, and the City's automobile tow site in Central Basin, which would accept used oil from the public free of charge. The used oil would periodically be collected from the tanks by Evergreen Oil Recyclers, which has agreed to collect the used motor oil from the centers and stations at no charge, provided the used oil is kept in separate containers.

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The following neighborhoods would receive oil storage containers:

<u>Area</u>	<u>Facility Location For Storage Tanks</u>	<u>Zip Code</u>
Sunset District	(2 service stations)	94122
Mission District	(1 service station)	94110
Marina District	(1 service station)	94133
Haight	(1 service station)	94117
Central Basin	(City tow facility)	94107
Richmond District	(1 recycling center)	94118
India Basin	(1 recycling center)	94124

Waste Acceptance Control Program (WACP)

The WACP is an effort to identify and remove hazardous waste from the City's municipal solid wastestream, which constitutes all garbage collected in the City. According to Ms. Maria Trapalis-Baird of the Solid Waste Management Office, the WACP was initiated in November 1988 by the City and Sanitary Fill Company. Under the terms of the agreement, Sanitary Fill Company inspects incoming solid waste loads to retrieve any hazardous wastes located and where possible, identifies the generator of such hazardous waste so that remedial actions may be taken.

The WACP began with the load checking of debris boxes and has expanded to include the compacted wastestream, which is collected by garbage trucks.

The compacted wastestream constitutes approximately 75% of the City's municipal wastestream; approximately 70% of the compacted wastestream is residential. The City's garbage companies, Sunset Scavenger and Golden Gate Disposal deliver 60% and 40% of the City's compacted waste to the transfer station, respectively. Approximately 70% of the compacted wastestream collected by Sunset is residential; 40% of the compacted wastestream collected by Golden Gate is residential.

The goals of the WACP include:

- Encourage the proper disposal of prohibited waste (which includes hazardous and medical waste).
- Reduce the quantity of prohibited wastes that may enter the municipal solid wastestream.

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- Identify actual generators of prohibited wastes placed in the municipal solid wastestream in order to require such generators to assume responsibility for the proper management of their wastes.
- Provide for an effective enforcement program against recalcitrant generators of prohibited wastes, to require such generators to properly manage their prohibited wastes.
- Assist with the proper management of prohibited wastes which are delivered to the transfer station.

Project Budgets: Oil Collection Tanks

The project budget of \$40,896.36 is contained in Attachment 1, as submitted by the Solid Waste Management Program Office. Itemization of the equipment is as shown below.

500 Gallon Convault Tank	\$3,503	
Earthquake Restraints	280	
Delivery	210	
Installation	600	
Total	\$4,593	x 8 tanks = \$36,744

The total Personnel Services amount of \$3,062.63, as shown in Attachment 1, is to pay for the services of an existing position in the Solid Waste Management Program Office. Those services include preparing the request-for-proposal, bid solicitations, and setting the project into operation with the service stations and recycling centers. Evergreen would provide this service at no charge to the City because it can purify the used oil and reuse it economically.

Waste Acceptance Control Program (WACP)

The project budget of \$510,777, \$120,000 of which would be provided by this proposed grant application, is contained in Attachment 2, as submitted by the Solid Waste Management Program Office. The City would contract with Sanitary Fill for the entire \$510,777 amount to continue the City's existing program. According to Ms. Trapalis-Baird, the remaining \$390,777 (\$510,777 minus \$120,000) would be obtained from funds currently available from the garbage bill surcharge for the Waste Acceptance Control Program. The City has contracted with Sanitary Fill to conduct the program during the current fiscal year in the amount of \$510,777, with all of the costs paid from the garbage bill surcharge.

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Local Match: None

Indirect Cost Rate: None permitted by the State Integrated Waste Management Board

- Comments:**
1. Mr. Bill Quan, Solid Waste Management Program, reports that his office is seeking approval of the proposed grant retroactively because the State's deadline for submission of the grant application is February 22, 1991 and therefore the grant will be submitted to the State prior to its approval by the Board of Supervisors.
 2. Mr. Quan reports that the project funds for the Oil Collection Program would be used to purchase oil storage tanks for the service stations and recycling centers for purposes of accepting used oil from the public; no new positions would be created or funded because of this project.
 3. According to Mr. Quan, seven of the City's approximately 154 service stations currently accept used oil and charge a fee of from \$.25 to \$1 per gallon for doing so. These service stations do not advertise the service.
 4. Mr. Quan reports that Evergreen Oil, the recycling firm that would collect the used oil from the service stations and recycling centers, is the only oil recycling firm in the country to use the Mohawk method of recycling, which involves purifying the used oil rather than mixing the used oil with new oil.
 5. As previously stated, the entire amount of \$510,777, of which \$120,000 is requested in the proposed resolution, would be used by the City to contract with Sanitary Fill Company to provide the Waste Acceptance Control Program services.
 6. The proposed projects are in accordance with the City and County Hazardous Waste Management Plan, Final Draft, dated January 1991.
 7. According to the City Attorney's Office, the proposed Amendment of the Whole is required to be properly noticed prior to action by the Finance Committee. Therefore, the CAO's Office should introduce the Amendment of the Whole at the February 27, 1991 Finance Committee meeting so that the amended amount and purposes may be properly noticed and acted upon at a subsequent Finance Committee meeting.

Recommendation: Continue the proposed resolution to the Finance Committee meeting of March 6, 1991.

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FEB-14-1991 12:16 FROM C.A.O.-SAN FRANCISCO

TO

92520461

P.02

BUDGET

Grant Applicant: City & County of San FranciscoDate: 2/14/91Program Title: Solid Waste Management ProgramProgram Type: Used Oil Collection Tanks

	CIWMB Funds	Local Contribution
Personnel Expenses		
Salaries and Wages	<u>\$2,940.00</u>	<u>0</u>
Benefits @ 1.45% (Medicare) +	<u>122.63</u>	<u>0</u>
Total Personnel Services \$1.674 for health benefits per year.*	<u>\$3,062.63</u>	<u>0</u>
Contracts		
Waste Transportation and Disposal	<u>0</u>	<u>0</u>
On-site Services	<u>0</u>	<u>0</u>
Other	<u>0</u>	<u>0</u>
(Itemize on separate sheet)		
Construction Expenses	<u>0</u>	<u>0</u>
(Itemize on separate sheet)		
Equipment	<u>\$36,744.00</u>	<u>0</u>
(Itemize on separate sheet)		
Materials and Supplies	<u>\$ 1,089.73</u>	<u>0</u>
This includes the education, public awareness, and advertising activities.		
TOTAL BUDGET	<u>\$40,896.36</u>	<u>0</u>
TOTAL PROGRAM COST		<u>\$40,896.36</u>

*The \$1.674 figure is the annual amount paid for health benefits for each employee. We divided \$1.674 by the 2,080 hours in the work year, to arrive at 80¢ paid for health benefits for each hour worked. The number of hours spent on the project (100) was multiplied by 80¢ to arrive at \$80. The \$2,940 figure was multiplied by 1.45% (Medicare) to arrive at \$42.63, which brings the total to \$122.63.

Specify funding source

APPENDIX A, EXHIBIT D

BUDGET

Grant Applicant: City & County of San Francisco
 Program Title: Waste Acceptance Control Program (WACP)
 Program Type: Load Checking Program

Date: 2/20/91

	CIWMB Funds	TOTAL COST	Local Contribution*
Personnel Expenses			
Salaries and Wages		\$236,948	
Benefits @ _____ %		64,122	
Total Personnel Services		\$301,070	
Contracts			
Waste Transportation and Disposal		\$ 39,868	
On-site Services		6,953	
Other		1,285	
(Itemize on separate sheet)			
Construction Expenses		\$ 921	
(Itemize on separate sheet)			
Equipment		\$ 3,555	
(Itemize on separate sheet)			
Materials and Supplies		\$ 20,814	
This includes the education, public awareness, and advertising activities.			
OTHER MISCELLANEOUS ¹		\$136,311	
TOTAL BUDGET	\$120,000.00	+	\$390,777.00
TOTAL PROGRAM COST		\$510,777.00	

¹ See attached budget report.

We are requesting \$120,000 out of the total \$510,777 cost of the program to cover all areas. This is the only format in which we can provide the budget. (AS PER PHONE CONVERSATION WITH SHARRON LEAON, CIWMB, ON 2/21/91).

*specify funding source

Item 10 - File 146-91-20

Note: This item was continued at the February 20, 1991 Finance Committee Meeting.

Department: Department of Public Health (DPH),
Community Public Health Services

Item: Resolution authorizing the Department of Public Health to accept and expend an augmentation to a continuation State grant.

Amount of Grant: \$97,532

Source of Grant: State Department of Health Services

Grant Period: March 1, 1991 through September 30, 1991

Project: Women, Infants and Children (WIC) Program

Description: In May 1990, the Board of Supervisors authorized the DPH to apply for, accept and expend a State grant for the WIC Program (File 146-90-33). The proposed grant augmentation would provide additional funding for the WIC Program. The WIC Program, which has been in operation since 1986, provides nutrition education and supplemental foods to pregnant, lactating or postpartum women and to children under age five who are receiving ongoing medical care. Eligible clients must also meet Federal income guidelines, reside in the local target area and be determined by a health professional to be at nutritional risk.

**No. of Persons
to be Served:** 14,070 participants per month

Indirect Costs: None

Required Match: None

Project Budget:	<u>FTE</u>	<u>Grant Augmentation</u>	<u>Original Grant</u>	<u>Total Grant</u>
<u>Personnel</u>				
Nutritionist	1.3	\$48,868		\$48,868
Nutritionist	4.6		\$173,997	173,997
Senior				
Nutritionist	1.0		52,104	52,104
Health				
Worker III	2.0		60,944	60,944
Health				
Worker II	6.0		160,587	160,587

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	<u>FTE</u>	<u>Grant Augmentation</u>	<u>Original Grant</u>	<u>Total Grant</u>
Health Worker I	15.0		\$336,248	\$336,248
Fringe Benefits		<u>\$19,004</u>	<u>155,091</u>	<u>174,095</u>
Subtotal	29.9	67,872	938,971	1,006,843
<u>Operating Expenses</u>				
Education Materials		3,000		3,000
Postage			1,000	1,000
Office Furniture		2,000		2,000
Office Supplies		1,000	4,000	5,000
Travel (Mileage)		2,000	1,000	3,000
Duplication/Reproduction		2,000		2,000
Janitorial Supplies		4,660	2,845	7,505
Rent (Lease \$1.00 per year)			1	1
Telephone			17,000	17,000
Staff Training			1,000	1,000
Computer Supplies			2,500	2,500
Computer Consultant Fees			<u>4,000</u>	<u>4,000</u>
Subtotal		14,660	33,346	48,006
<u>Equipment</u>				
Computer Equipment		15,000		15,000
Telephone Answering Machines			<u>3,000</u>	<u>3,000</u>
Subtotal		15,000	3,000	18,000
Total		\$97,532	\$975,317	\$1,072,849

Comments:

1. Historically indirect costs have not been included in the WIC Program grant budget. The WIC staff have taken the position that the inclusion of indirect costs in the WIC Program grant budget would decrease the amount of funds available for direct services. As such, indirect costs were not included in the proposed grant augmentation budget. According to Ms. Teresa Serata of the Mayor's Office, when the Mayor's Office recommended the proposed grant augmentation \$4,668 was included on the "Summary of Grant Request" for indirect costs. According to Mr. Dave Fong of the Controller's Office, the Controller's Office has not signed the proposed resolution and did not certify that appropriate indirect costs were included in the proposed grant because the proposed grant is a grant augmentation. The Controller's Office certified the exclusion of indirect costs on the original grant. According to Mr. Fong, the Controller's Office does not maintain records explaining the Controller's decision to sign resolutions certifying indirect

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costs for previous grants. Mr. Fong further reports that the exclusion of indirect costs would cost the City approximately \$4,876, or five percent of the proposed grant augmentation, for expenditures incurred by the City for the proposed grant augmentation.

2. The DPH reports that they do not have budget details for the \$15,000 budgeted for computer equipment nor have they received Electronic Information Processing Steering Committee (EIPSC) approval for the computer equipment purchases. Since the DPH cannot provide budget details for the computer equipment and have not received EIPSC approval for the purchases, the Budget Analyst recommends that the authorization to expend the \$15,000 for computer equipment be reserved, pending the DPH's submission of specific budget details for the computer equipment and EIPSC approval.

3. The Department is continuing to refine the proposed grant augmentation budget. Therefore, the DPH requests the proposed resolution be continued for one week.

4. Attached is the Health Commission's "Summary of Grant Request" as prepared by the DPH.

Recommendations: 1. Amend the proposed resolution to reserve the \$15,000 for computer equipment pending DPH submission of budget details for these computer equipment expenditures and EIPSC approval.

2. Continue the proposed resolution as amended for one week.

Rcv. 4/10/90

Health Commission - Summary of Grant Request

Grantor State Dept. of Health ServicesContact Person Jo Ann Wray, Chief of WICAddress 714/744 P StreetSacramento, Ca. 95814Amount Requested \$ 97,532Term: From 3/91 To 9/30/91Health Commission 2/5/91Division Community Public Health ServiceSection Family HealthContact Person Florence StroudTelephone (415) 554-2620

Application Deadline _____

Notification Expected N/A

Full Board _____

I. Item Description:

(Circle appropriate words)

Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation) (augmentation to a) grant in the amount of \$ 97,532 from the period of 3/1/91 to 9/30/91 to provide WIC services.

II. Summary: (Concise/brief; need addressed; number & groups served; services and providers)

The WIC Program provides nutrition education and supplemental foods to pregnant women lactating or post-partum women and to children under five years who are receiving ongoing medical care; meet Federal income guidelines; reside in the local target area and are determined by the health professional to be at nutritional risk. The Dept. of Health has administered this program since 10/86.

III. Outcomes/Objectives:

To augment outreach and counseling services by professional staff. This action will restore services that were not provided 100% level at the beginning of fiscal year.

IV. Effects of Reduction or Termination of These Funds:

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Req. Match	Approved by
Grant Amount		975,317	1,072,849	97,532		
Personnel		938,971	1,006,843	67,872		
Equipment		3,000	18,000	15,000		
Contract Svc.						
Mat. & Supp.		27,345	38,005	10,660		
Facilities/Space		1	1			
Other		5,000	7,000	2,000		
Indirect Costs						
Travel		1,000	3,000	2,000		
VL Data Processing						

(omit budgeted items)

VII. Personnel

F/T CSC		28	29.3	1.3		
P/T CSC		.6	.6			
Contractual						

Source(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
NONE

Will grant funded employees be retained after this grant terminates? If so, How?
It is not foreseeable that grant will terminate.

*VIII. Contractual Services: Open Bid _____ Sole Source _____ (if sole source, attach Request for Exemption Form)

Item 11 - File 31-91-2

Department: Department of Public Health
Laguna Honda Hospital

Item: Resolution authorizing the immediate filling of a vacant position.

Position: 1632 Senior Account Clerk

Retirement Date: January 3, 1991

Normal Refill Date: March 22, 1991

Proposed Refill Date: January 3, 1991

Funding Needed: \$6,804.30

Proposed Funding Source: Excess Salary Savings

Description: Section 10, Subsection 1 of the Annual Appropriation Ordinance permits immediate filling of a position left vacant due to retirement of an incumbent when a lump sum payment is made for accumulated leave. The immediate filling of a vacant position requires a request by the department's appointing officer, the approval of the department head, the recommendation of the General Manager, Personnel, and the Mayor and approval by ordinance or resolution of the Board of Supervisors.

Comments:

1. The Senior Account Clerk retired on January 3, 1991, and was paid for 444 hours of accumulated sick leave, which prevents the refilling of this position until March 22, 1991.
2. The earliest date the position could be filled, pending approval from the Board of Supervisors is March 4, 1991. Based on inquiries of the Budget Analyst, Mr. Evan Chan of Laguna Honda Hospital has indicated that since there is approximately a three week gap between the date for which the vacant position can be immediately filled, and the date when the accumulated sick leave runs out, Laguna Honda Hospital has decided to fill the position after the normal filling date.

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3. According to Ms. Teresa Serata of the Mayor's Office, based on the Mayor's recent hiring freeze, the Mayor's Office will decide whether each position is a critical position which meets the criteria of the hiring freeze, after the Department submits a personnel requisition to the Mayor's Office. To date, Laguna Honda Hospital has not yet submitted a personnel requisition for the proposed Senior Account Clerk.

4. Mr. Chan has requested that this proposed resolution be withdrawn.

Recommendation: Table the proposed resolution.

Item 12 - File 146-91-21

Agency: Department of Public Health (DPH)
Communicable Disease Control, Tuberculosis Control
Division

Item: Resolution to apply for a continuation Federal grant.

Amount of Grant: \$1,057,580

Source of Grant: U.S. Department of Health & Human Services

Grant Period: July 1, 1991 through June 30, 1992

Project: Tuberculosis Control Project

Description: The Tuberculosis Control Project would complement existing medical services by increasing the outreach to people who are at high risk of contracting tuberculosis and non-compliant patients with active tuberculosis. Major activities to be continued would include:

1. Surveillance - High risk groups, such as people who are in frequent contact with persons having tuberculosis, refugees, immigrants from Asia, the homeless, intravenous drug abusers and homosexual/bisexual men would be screened and treated for tuberculosis.
2. Containment - Containment activities would involve the monitoring of those clients not responding to drugs as well as clients who do not follow the recommended chemotherapy regimens.
3. Preventive Therapy - Preventive therapy would be targeted at those individuals who are at high risk of developing tuberculosis, such as persons with abnormal x-rays consistent with inactive tuberculosis, insulin-dependent diabetics, or individuals undergoing prolonged steroid therapy.
4. Education - Education to patients is provided by bilingual staff in various languages including Cantonese, Mandarin, Vietnamese, Tagalog and Spanish. The Tuberculosis Control Division would also continue to examine the correlation between tuberculosis and AIDS. San Francisco has the highest rate of tuberculosis cases in California, and the highest case rate nationally for large cities.

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Grant Budget:	DPH	\$927,580
	Contractual	<u>130,000</u>
	Total	\$1,057,580

Indirect Cost Rate: Approximately 20 percent of personnel costs (the actual amount has not yet been determined because DPH does not have budget details for personnel costs).

Required Match: None

Comments:

1. As of the writing of this report, the DPH was unable to provide budget details for the proposed grant. Mr. Tony Paz of the DPH reports that budget details will be submitted when the DPH returns to the Board of Supervisors requesting authorization to accept and expend the proposed grant.
2. The DPH was notified of the availability of these grant funds on January 30, 1991 and the application deadline is March 22, 1991.
3. In 1990-91 DPH received a total of \$378,565 for the Tuberculosis Control Project. The proposed 1991-92 grant for \$1,057,580 therefore represents a \$679,015 or 179 percent increase in funds.
4. The \$130,000 for Contractual Services would be work-ordered to DPH's Community Substance Abuse Services, who would then contract with part-time nurses to screen substance abuse patients for tuberculosis.

Recommendation: Approve the proposed resolution.

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Item 13 - File 148-91-4

Department: Department of Public Works

Item: Authorizing the Director of Public Works to apply for, accept, and expend Federal Highway Administration Emergency Relief funds for traffic mitigation improvements necessitated by the closure of the Embarcadero Freeway due to earthquake damage.

Grant Amount: Up to \$310,000

Source of Funds: Federal Department of Transportation, Federal Highway Administration Emergency Relief funds.

Required Match: \$55,000

Description: The proposed resolution would authorize DPW to apply for, accept and expend \$310,000 in Federal Highway Emergency Relief funds. These funds would be used to pay for traffic signal and sign improvements to facilitate traffic flow on surface streets resulting from the earthquake-related closure of the Embarcadero Freeway. The County would provide another \$55,000 from the Mayor's Earthquake Emergency Relief Fund as local matching funds for the needed improvements.

DPW has estimated the following costs:

	<u>Federal Emergency Relief Funds</u>	<u>Local Match Funds</u>	<u>Total Project Cost</u>
Traffic Signal Installations at: Drumm and Sacramento Sts. Drumm and Clay Sts. Drumm and Washington Sts. Embarcadero and Washington Sts. Howard and Steuart Sts.	\$255,000	\$45,000	\$300,000
Directional Signing and other Traffic Control Signs	<u>55,000</u>	<u>10,000</u>	<u>65,000</u>
Total Funding	\$310,000	\$55,000	\$365,000

Comments: 1. The Department has submitted the attached Summary of Grant Request.

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2. DPW reports that work on these projects have already begun. According to Mr. Joe Ovadia of DPW, the Department has completed installation of the traffic signs. With respect to the traffic signals, DPW expects installation of the traffic signals to be completed by April 5, 1991. Installations must be completed by April 15, 1991 in order to be reimbursed with the Federal Highway Administration Emergency Relief funds.

3. Mr. Ovadia advises that the proposed Federal Highway Administration Emergency Relief funds, for which DPW is applying, would reimburse the City for some of the expenses already incurred. Of the total cost of \$365,000, the County Transportation Authority provided \$300,000 to pay for the cost of the traffic signal installations, with the remaining \$65,000 provided by the Mayor's Earthquake Emergency Relief Fund for installation of traffic signs. As noted in the table above, the proposed grant of \$310,000 would reimburse the County Transportation Authority for \$255,000 of the \$300,000 contributed for traffic signals, and the remaining \$55,000 in Federal Highway Emergency Relief funds would reimburse the Mayor's Earthquake Emergency Relief Fund for \$55,000 of the \$65,000 allocated for traffic signs. The remaining Mayor's Earthquake Emergency Relief Fund monies, consisting of \$45,000 for traffic signal installations and \$10,000 for traffic signs (a total of \$55,000), allocated for the projects would serve as the local match.

4. DPW has not yet applied for the Federal Highway Administration Emergency Relief funds. Once DPW has submitted the application, Mr. Ovadia states that the City will be reimbursed for an amount up to a maximum of \$310,000. The City may receive an amount less than the \$310,000, if the Federal Highway Administration classifies some costs associated with the traffic signal installations and traffic directional sign installations as ineligible for reimbursement. As indicated above, the grant funds would be used to reimburse the County Transportation Authority and/or the Mayor's Earthquake Emergency Relief Fund. Approval of this resolution to apply for, accept and expend Federal Highway Administration Emergency Relief funds would allow the City to receive reimbursement of up to \$310,000 for completed installation work or for installation work in progress.

Recommendation: Approve the proposed resolution.

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Grantor State of California Dept. of Transportation
 Contact Person Jake Louie
 Address 150 Oak Street
San Francisco, CA 94120
 Amount Requested \$ 310,000.
 Term: From To April 15, 1991
 Health Commission N/A Board of Supervisors: Finance Committee

Division
 Section
 Contact Person
 Telephone
 Application Deadline
 Notification Expected
Full Board

I. Item Description: Request to (apply for) (accept and expend) a (new) (continuation) (allocation) (augmentation to a)
(Circle appropriate words) grant in the amount of \$310,000. from the period of to April 15, 1991
 to provide for traffic mitigation improvements necessitated by the closure services
of the Embarcadero Freeway.

II. Summary: (Concise summary of project, including purpose, need, services, and products)
 This resolution authorizes the Director of Public Works to apply for accept and expend \$310,000 in Federal Emergency Relief Funds for reimbursement of two projects that are currently underway. These projects are funded by the County Transportation Authority and the Mayor's Emergency Relief Fund.

III. Outcomes/Objectives:
 Improve vehicular access to the northeast quadrant of the City.

IV. Effects of Reduction or Termination of These Funds:
 The Transit Authority and the City will lose reimbursement of funds.

V. Financial Information:

	Col. A Two Years Ago	Col. B Past Year/Orig.	Col. C Proposed	Col. D Change	Reg. Match	Approved by
Grant Amount			310,000			
Personnel			25,000			
Equipment						
Contract Svc.			200,000			
Mat. & Supp.			85,000			
Facilities/Space						
Other						
Indirect Costs						

VI. Data Processing

(Cost included above)

VII. Personnel

	VT CSC	VT CSC	Contractual

ources(s) of non-grant funding for salaries of CSC employees working part-time on this grant:
 NONE

Will grant funded employees be retained after this grant terminates? If so, How?
 NONE

VIII. Contractual Services: Open Bid X Sole Source (If Sole Source, attach Request for Proposals Form)

Item 14 and 15 - File 172-91-2.1 and 172-91-2

Departments: Sheriff's Department
Department of Public Works

Item: Item 14 (File 172-91-2.1) is a proposed resolution that would adopt the final negative declaration, and find and determine that the expenditure of funds by the Sheriff's Department to construct a new intake/booking/release, work furlough, and medical facility with parking at the Hall of Justice will have no significant impact on the environment, and adopting and incorporating the Department of City Planning's findings of final negative declaration.

Item 15 (File 172-91-2) is a proposed resolution that would:

- 1) Authorize the Mayor and the President of the Board of Supervisors to execute a contract between the City and County of San Francisco and the California State Board of Corrections to provide for acceptance and expenditure of funds for an improvement and expansion program of the adult corrections system as outlined in Board of Supervisors Resolution No. 96-90;
- 2) Appointing the Director of Public Works, or his designee, to act as grant finance officer;
- 3) Appointing the Sheriff, or his designee, to act as project director; and
- 4) Acknowledge that the Board of Supervisors appropriated County matching funds.

Amount: \$39,488,087

Source of Funds: State bond funds authorized by State Propositions 52 and 86

Required Match: \$13,989,418 "Hard" Match (see Description)
4,589,470 "Soft" Match (see Description)

\$18,578,888 Total Local Match

The revenue sources of the total local match of \$18,578,888 consists of local bond funds and City Department contributed in-kind services.

Description: The Board of Supervisors previously adopted Resolution Nos. 845-87 and 780-90, which authorized the Sheriff's Department to apply for California State Proposition 52 and 86 Jail Bond Funds. The Board of Supervisors also adopted Resolution No.

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96-90, which approved the capital projects program that these State Jail Bond monies would fund. Most recently, the Board of Supervisors approved an ordinance that appropriated \$16.5 million in Correctional Facilities Improvement General Obligation bond funds, approved by the voters in November, 1990 (Proposition A), to be used as local matching funds for the capital projects.

This proposed resolution would authorize the acceptance and expenditure of the \$39,488,087 in State bond funds, by the Department of Public Works, provided for by Propositions 52 and 86.

The proposed contract with the State Board of Corrections presents the following budget for the projects previously approved by the Board of Supervisors:

Hall of Justice Health and Life Safety

Design, Engineering and Studies	\$594,739	
Construction	3,969,230	
Contingency	330,500	
Non-Construction	<u>288,948</u>	
Total		\$5,183,417

New Sheriff's Facility

Needs Assessment	325,304	
Site Acquisition	3,100,000	
Design, Engineering, and Studies	3,977,028	
Construction Costs	30,000,000	
Contingency	3,000,000	
Non-Construction	<u>4,580,716</u>	
Total		44,983,048

Jail #3 Fire, Health and Safety-Service Building

Design, Engineering, and Studies	925,540	
Construction	8,100,000	
Contingency	810,000	
Non-Construction	<u>552,224</u>	
Total		<u>10,387,764</u>

Total Capital Projects Budget \$60,554,229

The following table details the use of the State Proposition 52 and 86 bond funds, local matching Proposition A bond funds, ineligible costs funded by local funding sources, and City Department in-kind matching services:

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	Local Proposition A				Total
	Proposition 52 and 86 Bond <u>Funds</u>	Bond Matching <u>funds</u>	Local In-Kind <u>Match</u>	Ineligible <u>Costs</u>	Project <u>Cost</u>
Hall of Justice New Sheriff's Facility	\$3,768,243	\$808,894	\$447,188	\$159,092	\$5,183,417
Jail #3 Fire, Health and Life Safety	32,161,788	6,791,180	3,929,415	2,100,665	44,983,048
	<u>3,558,056</u>	<u>6,389,344</u>	<u>212,867</u>	<u>227,497</u>	<u>10,387,764</u>
Total	\$39,488,087	\$13,989,418	\$4,589,470	\$2,487,254	\$60,554,229

The State Board of Corrections classifies matching funds as "hard" matches and "soft" matches. Hard matching funds are cash dollars committed by the County for the capital projects. Soft matching funds are non-cash dollars, or in-kind services, committed by the County for the capital projects. The State Board of Corrections may also classify certain project costs as ineligible for reimbursement by State Proposition 52 and 86 bond funds. Such ineligible costs would be included in the local funds contributed by the County but would not be considered by the State as a part of the "hard" match. The local Proposition A bond funds will be used for the local matching funds (\$13,981,418) and the ineligible costs (\$2,487,254). The local in-kind match will be provided by the County for site acquisition (\$3,100,000 is the appraised value of the City-owned site), in-house engineering and architectural design, charges of other City departments, and other County indirect costs. Such in-kind services are the normal budgeted costs included in City Department budgets.

The State Board of Corrections also requires that the Board of Supervisors review and approve the preliminary staffing plans and projected operational costs of these new facilities. According to the Sheriff's Department, the State requires such review and approval of staffing plans and projected operational costs in order to clarify that, once the new facilities are completed, the County has an obligation to adequately staff and service the facilities. However, the Sheriff's Department further states that Board of Supervisors approval of these preliminary staffing plans and estimates of operational costs does not constitute automatic approval of the actual staffing and operational costs once the buildings are ready for occupancy. The Sheriff's Department would still be required to submit, for approval and funding by the Board of Supervisors, the final staffing plan and projected operational costs.

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The Sheriff's Department has provided the following estimates on annual staffing and operational costs (all of these costs will be requested in the Sheriff's Department and Health Department's 1993-94 budget):

Personnel \$7,817,078

Personnel costs include salaries, and mandatory fringe benefits. The personnel total would fund a total of 171 positions, of which 37 are existing budgeted Sheriff's Department employees and the remaining 134 would be new Civil Service positions. The 134 new positions would cost an estimated \$6,173,184, annually, and would be included in the Sheriff's Department 1993-94 budget.

Support 497,459

Support costs include expenses for food, laundry, and office equipment.

Medical Care 2,221,956

\$2,221,956 is allocated for the costs of providing medical care by the Department of Public Health's Division of Mental Health and Forensic Services (DMFS) at the facilities. These medical care costs include:

Personnel (47 new positions to be included in the DMFS FY 1993-94 budget)	\$1,886,733
Overtime	14,745
Holiday Pay	25,295
Temporary Salaries	75,953
Operating expenses	219,230

In addition to providing the above medical staffing, DMFS has formulated a long-term plan for providing medical and mental health services in the Sheriff's Department facilities, pursuant to the Consent Decree in Stone v. City and County of San Francisco. This long-term plan is the subject of another resolution before the Board of Supervisors (Item 16, File 195-91-1).

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Maintenance	\$566,343
Maintenance includes the services of other City departments.	
Utilities	908,000
Supplies	<u>209,636</u>
Total	\$10,083,828

All of the above costs would be new continuing General Fund costs to the City and would be incurred once the new Sheriff's Facility is ready for occupancy, which the Sheriff's Department expects to happen in December of 1993.

On January 16, 1991, the Department of City Planning finalized the negative declaration that the proposed Sheriff's Facility (intake/booking/release, work furlough, and medical facility with parking) at the Hall of Justice would have no significant impact on the environment.

Comments:

1. Although DPW and the Sheriff's Department have requested authorization to accept and expend \$39,488,087 in State Proposition 52 and 86 grant funds, the proposed contract with the State Board of Corrections only authorizes the State to disburse \$35,930,031, a difference of \$3,558,056. The \$3,558,056 is the estimated State grant fund allocated for the Jail #3 (San Bruno) Fire, Health, and Life Safety construction project. The \$35,930,031 is the projected State grant funds needed to complete the construction and renovations as proposed under the Hall of Justice Fire, Health and Life Safety project and the construction of the new Sheriff's Facility. According to Mr. Gerald Costanzo of DPW, once DPW is ready to begin construction on the San Bruno Jail #3 Fire, Health, and Life Safety project, the State Board of Corrections will amend the proposed contract, which is the subject of this resolution, to add the \$3,558,056. Therefore, Mr. Costanzo has advised that the amount of \$3,558,056 should be reserved until construction work on Jail #3 is ready to begin and the contract with the State Board of Corrections is amended.

2. The Board of Supervisors has recently approved a supplemental appropriation ordinance (File 101-90-43) in the amount of \$16.5 million to be used on the Sheriff's Capital projects. These funds would be used for the County's local match to the Proposition 52 and 86 bond funds and to pay for any costs declared ineligible by the State.

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3. The site, on which the City will build the new Sheriff's Facility, is City-owned property. The State Board of Corrections allows the fair market value of City-owned property to be used in determining site acquisition costs. The fair market value of the City-owned property can be used as a "soft" match, as described above. The Department of Real Estate has determined that the City-owned site, on which the new Sheriff's Facility would be built, is worth \$3,100,000, and is considered the fair market value of the site. The amount of \$3,100,000 is included in the \$4,589,470 of local in-kind match monies cited above.

4. The total projected construction cost for the Hall of Justice Fire, Health and Life Safety projects is \$3,969,230 and consists of the following projects (the total project costs including matching funds and ineligible costs are \$5,183,417):

Smoke Removal System	\$2,500,000
Showers and Toilets Project #1	805,000
Medical/Psychiatric Facility	
Remodeling	402,288
Women's Detox cells	52,255
Showers and Toilets Project #2	<u>209,687</u>
Total	\$3,969,230

Of these five projects, the City has not begun work on the Smoke Removal System and on the Showers and Toilets Project #1. The other three projects have been completed with previously appropriated local funds, and a majority of the construction costs would be reimbursed to the City once the State Proposition 52 and 86 bond funds are received. According to Mr. Costanzo, a contract has been awarded for the Smoke Removal System, but a contract has not been awarded for the Showers and Toilets Project #1, although low bidders have been identified for the two projects. Pending Human Rights Commission certification, the following contractors are the low bidders for the two remaining construction contracts of the Hall of Justice Fire Health, and Life Safety project:

<u>Project</u>	<u>Potential contract awardee</u>	<u>Bid Amount</u>
Smoke Removal	Barrios Construction (MBE)	\$2,149,000
Showers and Toilets	G.E. Chen/ D&S Construction (MBE/Joint Venture)	\$799,500

Although the actual bid amounts are less than the original cost estimates, Mr. Costanzo states that the residual grant

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funds and local match of \$351,000 (\$2,500,000 less \$2,149,000) and the \$5,500 (\$805,000 less \$799,500) would be reallocated to the San Bruno Jail #3 project. DPW would use these additional Proposition 52 and 86 bond funds to offset local matching funds allocated for the San Bruno Jail #3 project.

5. A total of \$30 million is allocated for the construction of the new Sheriff's Facility. Mr. Costanzo advises that bids will be opened on March 27, 1991, with construction anticipated to begin on April 1, 1991. At that time, the actual contractors, the contractors' MBE/WBE/LBE status and the contractual amounts will be known. Therefore, the Budget Analyst recommends that the amount of \$30 million be reserved, pending certification of the successful bid by the Human Rights Commission and until the Board of Supervisors is informed of the MBE/WBE/LBE status of the successful bidders.

6. Mr. Costanzo states that the State requires the proposed resolution to be a part of the grant agreement. Mr. Costanzo is presently exploring with the State whether or not the Budget Analyst's recommendation to reserve the construction funds, which would be an amendment to the resolution, would preclude the State from signing the grant agreement.

7. The Budget Analyst has been advised by Mr. Mike Donovan of the State Board of Corrections that the Board of Corrections, at its meeting of January 23, 1991, has granted the Sheriff's Department a 90-day extension for beginning construction work on the new Sheriff's Facility. The extension should allow sufficient time for the Human Rights Commission to certify the construction contract, allow the Finance Committee of the Board of Supervisors to review the contractual amounts and the MBE/WBE/LBE status of the bidders, and allow the Controller's Office to release the reserves and certify availability of funds for the contract in time for DPW to issue a notice to proceed with the construction.

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8. The Consent Decree imposed by the Federal Government, pursuant to Stone v. City and County of San Francisco, requires the City to make improvements to the Fire, Health, and Life Safety facilities at Jail #1 at the Hall of Justice, reduce jail overcrowding, and install improved medical care and facilities in the City's jails. The proposed construction and renovation of the Fire, Health, and Life Safety facilities at Jail #1 at the Hall of Justice and the proposed construction and future operation of the new Sheriff's Facility would satisfy these requirements of the Consent Decree.

- Recommendations:**
1. Amend the proposed resolution (File 172-91-2) to reserve the amount of \$3,558,056, as noted in Comment No. 1 above, and reserve the amount of \$30,000,000, as noted in Comment No. 5, above. Approve the resolution as amended.
 2. Approve the proposed resolution (File 172-91-2.1).

Item 16 - File 195-91-1

Departments: Sheriff's Department
Department of Public Health (DPH), Division of Mental Health and Forensic Services

Item: Resolution approving a Forensic Services Long-Term Health Plan for jail medical and psychiatric services

Description: Pursuant to the Consent Decree in the Court case, Stone v. City and County of San Francisco, et. al., the City is required to prepare and submit to the Court a long-term plan for the continued provision of medical and mental health care at County Jail #1 (Hall of Justice). The Department of Public Health's Division of Mental Health and Forensics Services (DMFS), along with the Sheriff's Department and the City Attorney's Office, have developed a Forensic Services Long-Term Health Plan for jail medical and psychiatric services for review and approval by the Board of Supervisors.

The proposed long-term health plan is based on a new program design which will provide a centrally focused system of care for all jails in the City and County of San Francisco. The program design is centered on a proposal by the Sheriff's Department to construct a new jail facility containing, intake/booking/release, work furlough, and medical/mental health facilities next to the Hall of Justice. Matters relating to this new jail facility are the subject of two other resolutions before the Board of Supervisors (Items 14 and 15, Files 172-91-2.1 and 172-91-2 of this report to the Finance Committee).

At present, each City jail has decentralized, self contained medical and mental health programs. Under the new program design, the health care program would be focused in the following three areas: (1) a new medical/mental health facility which contains an infirmary, sheltered living unit and a comprehensive centralized clinic to service the entire jail population, (2) satellite clinics in the living units at the Hall of Justice and San Bruno, and (3) hospital care at the San Francisco General Hospital. The objective of this program design is to centralize services and offer more comprehensive services on site at the jails. The proposed long-term plan provides for the following:

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1. Intake and Triage

Intake and triage (sorting of medical priorities on an individual basis) would take place in the booking area in the new jail facility. All persons to be booked into the San Francisco County jail system would be processed through the new intake facility. In the intake area, immediately prior to booking, a licensed nursing professional would triage every arrestee to assess physical and mental status in order to determine the appropriate medical disposition. Triage staff would also provide emergency medical response to the booking area. The triage post would be staffed on a 24-hour basis, seven days per week.

2. Screening and Housing Recommendations

Screening would take place in the booking area in the new jail facility. All persons housed in the jail system will be screened by licensed nursing personnel after custody processing and prior to housing. Screening would include a physical assessment, medical history, and psychiatric assessment and history. After screening, arrestees would proceed through the Sheriff's Department classification system to jail housing, based on criteria regarding the individual arrestees' physical and mental status. Such housing criteria would be consistent with jail security needs. Screening staff would also provide emergency response to the booking and processing areas. The screening post would be staffed by licensed nursing personnel on a 24-hour basis, seven days per week.

3. Central Clinic

The Central Clinic would be housed in the new jail facility, adjacent to the Medical Unit and Mental Health Unit. The types of services to be provided at the Central Clinic would include: speciality medical clinics services, dental services, full pharmacy, and general medical and nursing clinics. Medical records archives for the entire system would be located in the basement of the facility. A physician would staff the Central Clinic and Medical Unit on an as-needed basis an estimated 8 to 12 hours per weekday. Patient flow would be coordinated and managed by nursing staff. Licensed nursing staff would be available for nursing clinic coverage a minimum of eight hours per day, 7 days a week.

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4. Satellite Clinics

The Satellite Clinics would be located in all jails (excluding work furlough). The types of services to be provided by the Satellite Clinics would include: nursing rounds; routine medication; over-the-counter protocol medication; medical treatments, psychiatric evaluations on request; nursing assessment of health complaints; Nurse Practitioner daily sick call; and response to medical emergencies. Nursing staff would respond to all emergency situations to provide assessment; initial emergency treatment and referrals. A physician would be available 24 hours per day for emergency consultation. Prisoners may be referred to San Francisco General Hospital (SFGH), to the Medical Unit (to be located in the new jail facility) for 24-hour nursing observation, to sheltered living beds or licensed mental health beds, or back to the general population with follow-up observation.

5. Mental Health Unit

The Mental Health Unit would be located in the new jail facility, above the Central Clinic and Medical Unit. The Mental Health Unit would provide coeducational segregated housing for psychiatric patients. The unit is planned to contain 38 designated beds. Psychiatric patients would be screened, evaluated and admitted to the Mental Health Unit by Jail Psychiatric Services (JPS) staff. All patients would have had a medical screening by nursing personnel prior to admission to the unit. Nursing staff in the unit would be available 24 hours per day to respond to emergencies, to perform routine nursing rounds, treatments up to twice a day and medication administration. The unit would have routine deputized staff rounds in accord with Sheriff's Department policies.

6. Medical Unit

The Medical Unit would be located in the new jail facility adjacent to the Central Clinic and below the Mental Health Unit. Male and female prisoners with medical problems requiring special housing and 24-hour observation and treatment would be directed to the Medical Unit for nursing staff evaluation and appropriate housing. The types of medical treatment would include: alcohol detox, medical isolation, neurotherapeutic checks, chemotherapy treatment of asthma, post-operative treatment or step-down from

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acute hospitalization. The Medical Unit is planned to contain 38 designated beds in a coeducational segregated housing unit. All prisoners housed in the Medical Unit would have a complete nursing evaluation upon admission, a nursing care plan and orders from a medical doctor. The Medical Unit would provide 24-hour skilled nursing care and daily MD rounds. A physician would either review in person the status of all patients admitted to the Medical Unit within twenty-four hours, or upon admission by phone consultation with nursing staff. A physician would be on the premises daily and on-call twenty-four hours per day.

7. Designated Housing

Beds in the general jail population would be specifically designated for prisoners requiring greater accessibility to health care than is available in the jail's general population housing. These prisoners would include those recently released from the Medical or Mental Health Units who continue to require frequent nursing intervention. The types of services that would be provided to prisoners assigned to designated housing would include: nursing rounds two times daily; routine medication; over-the-counter treatment, psychiatric evaluations on request; nursing assessment of health complaints; Nurse Practitioner daily sick call and response to medical emergencies.

8. Acute Hospital and Specialty Services

Acute hospital and specialty services would be specifically provided at San Francisco General Hospital inpatient and outpatient facilities, Laguna Honda Hospital and other community based services as needed. These services would be provided to all prisoners who (1) require specialty medical evaluation not available in the jail clinics and (2) require acute hospitalization for medical/psychiatric problems. Prisoners requiring acute hospitalization would be admitted to the security ward at San Francisco General Hospital. Special consultation services such as renal dialysis and acute rehabilitation would be provided through Laguna Honda Hospital and other community hospitals as needed.

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9. Support Services

Support services would be provided at all jail facilities. These services would include: (1) inmate health education, (2) health and care referrals provided prior to and at the time of release, and (3) mental health and substance abuse treatment referrals as pre-sentence placement and sentencing alternatives for those inmates who are appropriate for and amenable to community services.

10. Administrative Services

Administrative services would be provided at each jail facility and at DPH. These services would include management and administrative support, maintenance of medical records, quality assurance with regard to medical, nursing and psychiatric care, written policy and procedure manuals, development of Letters of Agreement and Memoranda of Understanding among departments and agencies responsible for the provision of jail medical services, and staff development (i.e., orientation, continuing education and in-service programs).

Comments:

1. Because the design of the new jail facility is not yet complete, the developers of the proposed long-term health plan report that the plan includes descriptions of specific facility characteristics as they are currently planned. As such, the information on specific facility characteristics is subject to change as the actual facility is designed and constructed.

2. Additional staff for the DPH would be required to implement the proposed long-term plan when the new jail facility is completed in 1994. The estimated cost of the additional staff, which would be paid for by General Fund monies, is outlined below:

	<u>Current Budget</u>	<u>Estimated Budget</u>	<u>Increase</u>
Personnel	\$4,302,706 (69.13 FTE)	\$6,189,438 (116.43 FTE)	\$1,886,732 (47.3 FTE)
Overtime	43,718	58,463	14,745
Holiday Pay	74,996	100,291	25,295
Temporary Salaries	412,676	488,629	75,953
Operating Expenses	<u>496,441</u>	<u>715,671</u>	<u>219,230</u>
Total	\$5,330,537	\$7,552,492	\$2,221,955

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3. In addition to the above costs, the current estimate of costs for the medical equipment and furnishings for the new jail facility is \$585,000. Funding for equipment would come partially from State Bond revenues and partially from General Fund monies.

Recommendation: Approval of the proposed resolution is a policy matter for the Board of Supervisors. If the Board approves this legislation, the resolution should be amended to require that any changes in the long-term plan for jail medical and psychiatric services be submitted to the Board of Supervisors for approval.

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Item 17 - File 133-89-1.2

Department: Chief Administrative Officer (CAO)
Solid Waste Management Program

Item: Request to release reserved funds from the Solid Waste Management Program's 1989-90 budget for recycling internship program.

Amount: \$25,000

Source of Funds: Refuse Collection Fees

Description: In the Solid Waste Management Program's 1989-90 budget, the Board of Supervisors placed \$155,000 on reserve for recycling development projects. Of this amount, the Board of Supervisors previously released \$60,000, which was allocated to San Francisco Alive to promote neighborhood recycling and litter abatement programs, leaving a remaining balance of \$95,000 on reserve.

At the February 20, 1991 Finance Committee Meeting, the Solid Waste Management Program requested an additional release of \$25,000 for recycling center site improvements and \$25,000 for a recycling center internship program for a total of \$50,000. Of the \$50,000 request, the Finance Committee approved the release of \$25,000 for the one-time recycling center site improvements and severed the \$25,000 request for the recycling center internship program, which is the subject of the proposed item.

The proposed \$25,000 request would fund new recycling internships through the San Francisco Conservation Corps at the following community recycling centers sites:

Center for Marine Conservation \$2,400
(160 hours at \$15 per hour)
The intern would perform routine office work, answer phones, handle outgoing mail, and interact with clients.

San Francisco Community Recyclers 2,400
(160 hours at \$15 per hour)
The intern would sort recyclable materials and operate a forklift.

San Francisco State University 2,400
(160 hours at \$15 per hour)
The intern would perform routine office work and interact with clients.

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<u>Remi Rubel Designs</u> (160 hours at \$15 per hour) Intern would learn how recycled materials can be used for art.	2,400
<u>Haight Ashbury Neighborhood Council</u> (480 hours at \$15 per hour) Three interns would sort and collect recyclable materials.	7,200
<u>Richmond Environmental Action</u> (547 hours at \$15 per hour) Three interns would sort and collect recyclable materials.	8,200
Total	\$25,000

Comments:

1. Ms. Shelley Reider of the Solid Waste Management Program advises that the Internship Program for \$25,000, as indicated above, is a new program, and would be used to fund the various internships for an approximate three to nine month period.
2. In addition to the above non-profit community recycling centers, during the past year, the City implemented curbside recycling through the existing garbage service. Ms. Reider states that State Law requires drop-off recycling sites for use by the public. The community recycling centers proposed to receive internship assistance, as specified above, serve as drop-off sites.
3. On February 25, 1991, Supervisor Shelley met with Ms. Debra Newman of the Budget Analyst's Office, Ms. Caroline McCall the Legislative Policy Analyst, Mr. Peter Goldstein of the Mayor's Office and Mr. Joe Johnson and Ms. Shelley Reider of the the Clean Water Program to discuss the implications of the proposed request. As reported above, Mr. Johnson emphasized that the proposed internships would not be funded through the General Fund, but would be funded through the City's Refuse Collection Fees. Mr. Johnson also reported that the proposed \$25,000 of City funds are being used by the Conservation Corps as matching funds for a \$147,500 State Department of Conservation grant that the Conservation Corps recently received for funding additional recycling program internships. According to Mr. Johnson, the proposed \$25,000 grant is a demonstration grant only and is not considered to be an ongoing project for the Department.

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- Recommendations:**
1. Because the proposed internship program is a new program, approval of the Solid Waste Management Program's request for this \$25,000 program is a policy matter for the Board of Supervisors.
 2. If the Board approves the proposed release of funds, continue to reserve the balance of \$45,000 (\$70,000 previously reserved less \$25,000 for proposed request), budgeted for recycling development projects, which is not needed at this time.

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Item 18 - File 146-90-76.1

Department: Department of Public Health (DPH),
Bureau of Epidemiology and Disease Control

Item: Release of Reserve

Amount: \$5,000

Description: The Board of Supervisors previously authorized the DPH to apply for, accept and expend a new State grant (File 146-90-76), totalling \$45,000, to fund the Perinatal Hepatitis B Prevention Program, but reserved \$5,000 for the purchase of computer hardware and software, pending the Electronic Information Processing Steering Committee's (EIPSC) approval. The Perinatal Hepatitis B Prevention Program would use the computer equipment to develop and maintain a database of Hepatitis B carrier mothers in San Francisco. The proposed database would help monitor the progress of the children of the Hepatitis B carrier mothers in the vaccine series.

EIPSC has reviewed DPH's request for computer equipment and has approved the following computer hardware and software, totalling \$5,396 as follows:

Hardware

Compaq 386s/20	\$3,200
Additional MB Floppy Drive	176
EPSON Printer	815
Microsoft Windows	160

Software

dBase IV	425
Multimate	255
Tax	<u>365</u>

Total	\$5,396
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Comment: The \$5,396 approved by EIPSC for computer equipment is \$396 more than the \$5,000 put on reserve by the Board of Supervisors. Mr. Carlos Rendon of the DPH reports that the DPH would reduce the \$5,200 budgeted for lab services in the original grant budget by \$396 to fund the additional amount required to purchase the computer equipment. Mr. Rendon further reports that the grantor has given DPH verbal approval to expend these monies, which were originally intended for lab services, on computer equipment.

Recommendation: Approve the release of reserve funds in the amount of \$5,000.

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Item 19 - File 100-90-1.13

Department: Public Defender

Item: Release of reserve

Amount: \$4,185

Source of Funds: General Fund

Description: The Board of Supervisors approved \$4,185 in the Public Defender's FY 1990-91 budget to fund sewer and sanitation services. The \$4,185 was reserved pending the Department providing adequate justification for the amount needed for this expenditure.

The Public Defender leases office space at 555 Seventh Street, a facility owned and operated by Hamrol Properties. Under the provisions of the lease, the City is responsible for the payment of sewer and sanitation services.

For the seven-month period from July, 1990 through January, 1991, the Public Defender has been billed a monthly average of approximately \$463, for an approximate total of \$3,239, by the Clean Water Program, for these services. The Clean Water Program was notified by the Water Department that the Public Defender not Hamrol Properties was responsible for payment of these services. Based on a monthly average of \$463 for the five-month period of February, 1991 to June, 1991, the Department would be billed an additional \$2,315, for a total charge of \$5,554 for FY 1990-91. The \$5,554 total amount projected for sewer and sanitation services, for FY 1990-91 is \$1,369 more than the \$4,185 placed on reserve.

Comments: 1. Mr. Peter Keane, Chief Attorney, of the Public Defender's Office reports that the \$1,369 shortfall will be absorbed in the Department's existing FY 1990-91 budget and that the Department will not need to request additional funds for these services.

2. The Public Defender's lease with Hamrol Properties, for rental of office space, at 555 Seventh Street, has included the provision which stipulates that the City is responsible for the payment of sewer and sanitation services, since the inception of the lease in 1987. However, the Public Defender's Office reports that the Department was not aware of, nor was it billed for, these costs until FY 1989-90. The Public Defender included these costs in their 1990-91 departmental budget request for the first time.

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Memo to Finance Committee
February 27, 1991

Recommendation: Release the entire \$4,185, which has been placed on reserve.

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Item 20 - File 12-91-4

1. This item is a hearing to consider the Board of Supervisors endorsement of Senate Bills 1X and 5X relating to sales taxes on newspapers and other currently non-taxed items.

2. The State Board of Equalization administers both State and local sales taxes. San Francisco currently has a total sales tax of seven percent. The tax consists of a State tax of 4.75 percent, the revenues from which are deposited into the State General Fund, and a 1 percent local tax allocated among cities and counties for local general funds. In addition, a .25 percent tax for the State Transportation Development Act Fund (TDA) is allocated to the counties for purposes such as road maintenance and traffic control. San Francisco County also imposes an additional .5 percent sales tax for the County Transportation Authority and a .5 percent sales tax for the Bay Area Rapid Transit (BART) District.

3. Senate Bill 1X would eliminate current exemptions from State and local sales taxes for the following items: leases of motion pictures, custom computer programs, cargo containers, printed sales messages (newspaper shoppers, direct mail brochures), aircraft and watercraft, common fuel carriers, and aircraft common carriers. The State Board of Equalization estimates that Senate Bill 1X would generate between \$194 million to \$992 million, from the State sales tax of 4.75 percent, for the State General Fund in fiscal year 1991-92. The State Board of Equalization also estimates the total State-wide local revenues generated from the 1 percent local sales tax to be between \$49 million and \$217 million. The total State-wide revenues from the .25 percent State TDA fund is estimated to be between \$12 million and \$53 million.

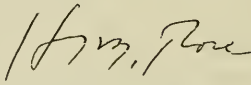
4. The range of estimated revenues from Senate Bill 1X is large because these estimates are based on industry publications, and these estimates are not based on tax returns received by the State Board of Equalization. Estimating the local share of the total estimated revenues can be based upon the State Board of Equalization's estimated taxable sales in San Francisco for fiscal year 1989-90. The State Board of Equalization has estimated that the taxable sales in San Francisco in fiscal year 1989-90 was approximately three percent of the total taxable sales in the State. Assuming San Francisco will continue to receive approximately three percent of the total State-wide local estimated revenues from taxable retail sales, Senate Bill 1X would generate between \$1.5 million to \$3.5 million from the 1 percent local tax for San Francisco's General Fund, and between \$.36 million to \$.87 million in revenues from the .25 percent State TDA Fund. An additional \$.75 million to \$1.8 million in revenues would be generated from the .5 percent sales tax for the County Transportation Authority. The upper range of these estimated revenues for San Francisco are lower than three percent of the upper range of the total State-wide local revenues, because the sale, use or lease of aircraft or watercraft was not included in the estimates since San Francisco's share of these revenues is likely to be minimal.

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5. Senate Bill 5X would eliminate current exemptions for the following items: candy and confectionery foods, snack food, newspapers, periodicals and printed sales messages (catalogs, letters, circulars, brochures). The State Board of Equalization estimates that Senate Bill 5X would generate approximately \$326.1 million, from the State sales tax of 4.75 percent, for the State General Fund in fiscal year 1991-92. The State Board of Equalization also estimates the total State-wide local revenues generated from the 1 percent local sales tax to be approximately \$68.64 million, and the total State-wide revenues generated from the .25 percent State TDA Fund are estimated to be approximately \$17.16 million.

6. The local impact from the proposed Senate Bill 5X can be projected by again assuming that San Francisco will receive approximately three percent of the total State-wide local estimated revenues generated by the 1 percent local tax, and three percent of the total State-wide revenues generated by the .25 percent State TDA Fund. Additional revenues would be generated from the .5 percent tax for the County Transportation Authority as shown below. A breakdown of these revenue estimates are as follows:

1991-92 Fiscal Year Estimated Revenue Projections Senate Bill 5X			
	San Francisco General Fund (1%)	State TDA Fund (.25%)	County Transportation Authority (.5%)
Senate Bill 5X			
Candy and Confectionery	\$ 631,200	\$ 157,800	\$ 315,600
Snack Food	847,200	211,800	423,600
Newspapers	307,200	76,800	153,600
Periodicals	216,000	54,000	108,000
Printed Sales Messages	<u>57,600</u>	<u>14,400</u>	<u>28,800</u>
Total	\$2,059,200	\$514,800	\$1,029,600


Harvey M. Rose

cc: Supervisor Gonzalez	Supervisor Maher
Supervisor Shelley	Supervisor Migden
Supervisor Hallinan	Clerk of the Board
President Ward	Legislative Policy Analysts
Supervisor Achtenberg	Chief Administrative Officer
Supervisor Alioto	Controller
Supervisor Britt	Carol Wilkins
Supervisor Hsieh	Ted Lakey
Supervisor Kennedy	

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